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OFFICE OF THE PRINCIPAL, RURAL EXTENSION TRG ... 26 AUG 1960 ... KRISHNAGIRI RESERVOIR PROJECT

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CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING II

Proceedings of the Second Meeting held in Bombay on 5th July, 1954

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BOMBAY

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OFFICE OF THE PRINCIPAL, RURAL EXTENSION TRG. CENTRE
26 AUG 1960
KRISHNAGIRI RESERVOIR PROJECT

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Proceedings of the Second Meeting held in Bombay on 5th July, 1954

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BOMBAY

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I. INTRODUCTORY

The second meeting of the Central Committee for Co-operative Training was held on the 5th July, 1954. This brochure gives the proceedings of the second meeting along with the notes considered. The constitution and functions of the Committee are given in the resolution of the Government of India printed overleaf.

NO. F. 36-9/53-P.C. III.

GOVERNMENT OF INDIA

MINISTRY OF FOOD AND AGRICULTURE

(AGRICULTURE)

NEW DELHI, *dated the 24th November*, 1953.

RESOLUTION

The Government of India in the Ministry of Food and Agriculture, in consultation with the Reserve Bank of India, have decided to appoint a Central Committee for formulating plans and for organising and directing arrangements in regard to the training of the personnel employed or to be employed, in the Co-operative Departments and institutions in the several States. The Committee will consist of the following:—

1. Shri V. L. Mehta, Vice-Chairman, Bombay Provincial Co-operative Institute, Bombay	*Chairman.*
2. Shri R. G. Saraiya, Chairman of the Bombay State Co-operative Bank, Navsari Chambers, Outram Road, Bombay	*Member.*
3. Prof. D. G. Karve, Programme Evaluation Organisation, Planning Commission, New Delhi	,,
4. Shri Tarlok Singh, I.C.S., Deputy Secretary, Planning Commission, New Delhi	,,
5. Shri M. R. Bhide, I.C.S., Joint Secretary to the Government of India, Ministry of Food and Agriculture, New Delhi	,,
6. Shri J. C. Ryan, I.A.S., Registrar of Co-operative Societies, Madras ..	,,
7. Shri R. P. Bharadwaj, I.A.S., Joint Registrar of Co-operative Societies, Uttar Pradesh, Lucknow	,,
8. Shri G. D. Goswamy, I.A.S., Registrar of Co-operative Societies, West Bengal, Calcutta	,,
9. Shri R. P. Bhargava, I.A.S., Registrar of Co-operative Societies, Rajasthan, Jaipur	,,

10. Shri B. Venkatappiah, I.C.S., Executive Director, Reserve Bank of India, Bombay.. .. .. .. *Member.*

11. The Chief Officer, Agricultural Credit Department, Reserve Bank of India, Bombay .. .. *Member-Secretary.*

2. It has been decided that the training arrangements will broadly consist of two types—

(i) those for which assistance will be given to the State Governments on a grant-in-aid or other suitable basis for the organisation and expansion of arrangements for the training of co-operative personnel employed in the subordinate ranks in Government Departments and co-operative institutions in the States; and

(ii) those for which arrangements are to be made for providing necessary facilities for the training of the personnel employed in the higher and intermediate grades of the Co-operative Departments and societies. The Reserve Bank of India have agreed to undertake responsibility for the training of the higher and intermediate personnel, while the Government of India will be primarily responsible for the provision of facilities for the training of the subordinate personnel. In regard to the training of the higher and intermediate grade personnel, the Committee will function as a Committee of the Reserve Bank of India, while in regard to the training of the subordinate personnel, the Committee will function as a Committee of the Government of India.

3. The terms of reference of the Committee, in so far as it functions as a Committee of the Government of India, will be:—

(i) To survey and examine the existing facilities in different States for the training of co-operative personnel and invite schemes from State Governments for the organisation and/or expansion of arrangements for the training of subordinate personnel employed in Co-operative Departments and societies;

(ii) To submit proposals to the Government of India for grants-in-aid to States based on the requirements of the States in the direction indicated in (i) above;

(iii) To lay down the conditions under which such grants-in-aid should be disbursed;

(iv) To call for such reports, information or reviews, as may be necessary, from the State Governments regarding the details of the working and the expenditure on the schemes

for which aids are administered under these terms of references; and

(v) To generally advise the Government of India in regard to the steps to be taken to promote co-operative training and education in the country.

ORDERED that a copy of the Resolution may be communicated to all State Governments, all Ministries of Government of India, Cabinet Secretariat, Planning Commission and the Reserve Bank of India.

ORDERED also that it may be published in the *Gazette of India.*

(Sd.) H. M. PATEL,
Secretary to the Government of India.

No. F. 36-9/53-P.C. III

GOVERNMENT OF INDIA,

MINISTRY OF FOOD AND AGRICULTURE,

(AGRICULTURE)

NEW DELHI, *the 25th January*, 1954.

RESOLUTION

The Government of India in the Ministry of Food and Agriculture have decided in consultation with the Reserve Bank of India that the Central Committee for Co-operative Training appointed under their Resolution No. F. 36-9/53-P.C. III, dated the 24th November, 1953 will also have Shri K. Subrahmanyam Nayudu, Registrar of Co-operative Societies, Andhra as a member.

ORDERED that a copy of this Resolution may be communicated to all State Governments, all Ministries of the Government of India, Cabinet Secretariat, Planning Commission and the Reserve Bank of India.

ORDERED also that it may be published in the Gazette of India.

(SD.) P. A. GOPALAKRISHNAN,
Joint Secretary to the Government of India.

SECOND MEETING OF THE CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING

(*5th July*, 1954, *at the Reserve Bank of India Building, Bombay*).

AGENDA

Notes :

I. Review of action taken on certain items discussed or conclusions reached at the first meeting of the Central Committee for Co-operative Training held in December, 1953 .. ..

II. Consideration of the proceedings of the two Standing Sub-Committee meetings.. .. .. ..

III. Review of progress made in respect of the Senior Officers' Training Course at Poona .. ..

IV. Review of progress made in respect of the Intermediate Co-operative Training Course at the Regional Co-operative Training Centres .. ..

V. Consideration of the proposal for financial assistance for the training of subordinate personnel of the Co-operative Departments and co-operative institutions in the various States .. .. ..

VI. Consideration of a letter from the Registrar, Co-operative Societies, Rajasthan, suggesting Kotah as a suitable place for starting a Regional Co-operative Training Centre for the Central Zone ..

VII. Consideration of certain requests made by the Travancore Co-operative Institute, Trivandrum (*not printed*) .. ..

VIII. Consideration of a letter received from the Registrar, Co-operative Societies, Bihar, regarding the training of co-operative inspectors at the Regional Co-operative Training Centre, Pusa .. ..

IX. Consideration of the question of arrangements, if any, for non-official personnel such as members, directors, panchayatdars, etc., of co-operative societies in the matter of co-operative training and propaganda .. ..

X. Consideration of a request from Orissa regarding the location of the Regional Co-operative Training Centre for the Eastern Zone (*not printed*) .. ..

XI. Any other matter raised with the permission of the Chairman .. ..

XII. Date of next meeting of the Central Committee for Co-operative Training .. ..

NOTE I

REVIEW OF ACTION TAKEN ON CERTAIN ITEMS DISCUSSED OR CONCLUSIONS REACHED AT THE FIRST MEETING OF THE CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING HELD IN DECEMBER, 1953.

This Note is intended to give an idea of the action taken so far on certain recommendations and suggestions made at the first meeting of the Committee. Where any of these subjects is dealt with in one of the Notes which follow, a reference is made to the relevant Note.

2. At the last meeting, a composite scheme of co-operative training (covering all levels of employees of co-operative departments and institutions in all States) was considered and it was agreed to have:

(i) One all-India centre (formed by the expansion of the existing Poona Centre) for the 'higher' category of co-operative personnel—Senior Officers' Orientation Course.

(ii) Five regional centres (including the one at Poona) for the 'intermediate' category; and

(iii) State-wise training facilities for the 'subordinate' category. Where they are not provided, they would be introduced and where some schemes are already being followed, they would be suitably reorganised and expanded on the lines recommended by the Committee.

As regards (i) above, the short-term course at Poona has been expanded and the current session began on the 4th June, 1954. The Note on item III deals with reorganisation of the Poona Centre.

(ii) The Note on item IV deals with progress made in the reorganisation of the Regional Co-operative Training Centre at Poona and organisation of new Centres for the Southern, Eastern and Northern Zones. It will be seen therefrom that the Centres for the Officers' Training Course at Poona and Madras will start functioning from July.

Active steps are being taken to organise a Centre for the Eastern Zone at Pusa, where the first session is expected to commence by the middle of October, 1954. For various reasons, it has, however, not been possible to make much progress towards the organisation of a Centre for the Northern Zone. The Registrar of Co-operative Societies, Uttar Pradesh, is taking suitable measures to establish a Centre in that State and on receipt of a communication from

him, a visit to Meerut will be arranged at an early date with a view to ascertaining the possibility of opening there the Centre for the Northern Zone.

A letter has been received from the Registrar of Co-operative Societies, Rajasthan, suggesting Kotah (Rajasthan) as a suitable place for establishing the Regional Co-operative Training Centre for the Central Zone. The proposal has been placed for consideration before the Central Committee as Note VI.

Subsequent to the Standing Sub-Committee's decision to locate the Training Centre for the Eastern Zone at Pusa, we received proposals suggesting the starting of a Centre at Cuttack in Orissa State. A confidential note is submitted in that connection for the consideration of the Central Committee as Note X. (Not printed.)

(iii) The Committee decided at the last meeting that measures for reorganising the training facilities for subordinate personnel of Co-operative Departments and co-operative institutions in the various States should be considered on the basis of a detailed survey of the facilities available in each State in this regard and of the requirements of each State. A questionnaire for eliciting views of the State Governments was issued and this formed the basis of the discussions the officers had with the State authorities during their visits to the States. After a study of the reports submitted by these officers, the Standing Sub-Committee has drawn up a note for consideration of the Central Committee outlining the guiding principles and the basis for financial assistance to the States. (Note V.)

3. The Central Committee at its last meeting agreed that the training of non-official personnel was of considerable importance and that for this purpose, reliance would have to be placed, primarily, on non-official agencies with a nucleus of a paid staff. It was hoped that the All-India Co-operative Union would be able to take up this work and function in close collaboration with the Central Committee. The All-India Co-operative Union has since submitted a scheme for the purpose.

4. The Central Committee at their last meeting considered certain requests made by the Travancore Co-operative Institute, Trivandrum. In that connection, the Chairman agreed that he would visit the Travancore Co-operative College and examine the position. The Chairman accompanied by the Member-Secretary visited the College in December, 1953. Their observations are contained in item 11 on the Agenda of the first meeting of the Standing Sub-Committee. The Standing Sub-Committee considered the requests of the Travancore Co-operative Institute very carefully but regretted their inability to comply with them. The Institute was informed accordingly.

The Member-Secretary has now received another request from the Institute, which is placed before the Committee for their

consideration. The request was considered by the Standing Sub-Committee at its second meeting and it was decided to refer it to the Central Committee. The Note submitted to the Standing Sub-Committee is included in the Agenda as Note VII. (Not printed.)

5. Suitable action has also been taken in regard to two other items discussed in the last meeting, viz., (i) request from the West Bengal Provincial Co-operative Union in regard to the College of Co-operative Studies and (ii) the letter from the I.L.O. regarding organisation of a summer class and services of foreign experts.

6. *Standing Sub-Committee :* The Standing Sub-Committee met twice since the first session of the Central Committee in December last, on the 5th April and 21st May, 1954. The proceedings of both the meetings along with the Agenda and Notes have been supplied to all the members of the Central Committee. Copies thereof are placed hereunder for ready reference. (Note II).

NOTE II

PROCEEDINGS OF THE TWO STANDING SUB-COMMITTEE MEETINGS

The proceedings of meetings of the Standing Sub-Committee of the Central Committee for Co-operative Training held on 5th April and 21st May, 1954 (along with the Agenda and Notes prepared in that connection) are placed below for information of the Central Committee. (See Appendices I and II.)

II (A). FIRST MEETING OF THE STANDING SUB-COMMITTEE OF THE CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING

(11 *a.m. Monday*, 5*th April*, 1954, *at the Reserve Bank of India Building, Bombay*)

AGENDA

ITEM

1. Review of the steps taken regarding the expansion of the Poona Centre for the higher and intermediate co-operative personnel.
2. Review of the action taken to start the Regional Co-operative Training Centre at Madras for the intermediate personnel.
3. Review of the action taken to organise a Regional Co-operative Training Centre for the Eastern Zone.
4. Review of the steps taken to organise a Regional Co-operative Training Centre for the Northern Zone (*Not printed*).
5. Consideration of the syllabus for the long-term course at the Regional Co-operative Training Centres for the intermediate personnel.
6. Consideration of the qualifications essential for the teaching staff at the Regional Co-operative Training Centres.
7. Consideration of a common pattern for the conduct of examinations at the Regional Co-operative Training Centres, such as setting up of papers, valuation, etc., with a view to maintaining uniform standard at all Centres covered by the scheme.
8. Consideration of reports received from the officers who toured the States to study the training arrangements for the subordinate personnel.
9. Consideration of a scheme for training Instructors in Extension Training Centres.
10. Consideration of the steps taken by the All-India Co-operative Union for the training of non-official personnel, such as directors or panchayatdars and members of co-operative societies in selected Community Project areas.
11. Consideration of certain requests from the Travancore-Co-operative Institute, Trivandrum (*Not printed*).

ITEM

12. Consideration of a letter from the Registrar of Co-operative Societies, Punjab, regarding representation of the Punjab State on the Central Committee (*Not printed*).

13. Review of the latest position regarding admissions to the short-term and long-term courses (*Not printed*).

14. Consideration of a letter from the Government of Orissa regarding the location of the Regional Co-operative Training Centre at Cuttack for the Eastern Zone (*Not printed*).

15. Any other matter raised with the permission of the Chairman.

16. Date of next meeting of the Standing Sub-Committee.

NOTES ON THE AGENDA FOR THE FIRST MEETING OF THE STANDING SUB-COMMITTEE.

ITEM 1

REVIEW OF THE STEPS TAKEN REGARDING THE EXPANSION OF THE POONA CENTRE FOR THE HIGHER AND INTERMEDIATE CO-OPERATIVE PERSONNEL

Pursuant to the decision of the Central Committee to expand the training facilities available at the Poona Centre, the Member-Secretary has been in touch with the Chairman of the Bombay Provincial Co-operative Institute for increasing the accommodation at the Poona Co-operative Training College. The Institute is making efforts to find some suitable and more spacious building for the college and hostel to accommodate the increased number of trainees expected for the short-term and long-term classes. The authorities of the Law College at Poona offered to let out a portion of their college and hostel buildings for the purpose. But the negotiations fell through as the rent appeared prohibitive. The Chairman of the Institute is, however, continuing his efforts to secure a suitable building.

ITEM 2

REVIEW OF THE ACTION TAKEN TO START THE REGIONAL CO-OPERATIVE TRAINING CENTRE AT MADRAS FOR INTERMEDIATE PERSONNEL

In pursuance of the decision reached at the first meeting of the Central Committee for Co-operative Training, the Member-Secretary initiated steps to make arrangements for the organisation of the Centre at Madras. The first meeting of the Local Committee for Co-operative Training at Madras was held on the 11th March, 1954, under the chairmanship of Rev. Father Basenach, and it was decided to start the Regional Centre with effect from the 1st July, 1954. Some important details regarding the Centre are given below:

Local Committee: A Committee consisting of the Registrar, Co-operative Societies, Madras, the Registrar, Co-operative Societies, Andhra, the Member-Secretary of the Central Committee, Rev. Father Basenach of the Loyola College (who was nominated as an educationist member of the Committee) and Dr. P. Natesa Mudaliar of the Madras State Co-operative Union has been formed. The Committee has elected Rev. Father Basenach as its Chairman. The first meeting of the Committee was held at Madras on the 11th March, 1954.

Premises, etc.: The alternatives before the Committee were (i) a building at St. Thomas Mount and (ii) a building occupied by the South India Co-operative Insurance Society at Teynampet, Mount Road. The first needed a good deal of re-modelling at heavy cost to make it suitable for our purpose. The building at Teynampet is located in a nearly 6-acre compound and was, with slight re-modelling, sufficient to accommodate the Training College and to serve as a hostel for about 15 to 20 students. Further, at the request of the Registrar, Co-operative Societies, Madras, the Insurance Society agreed to build a separate hostel for 40 to 50 students within the compound at its own cost approximating Rs. 40,000. Some slight alterations were to be carried out in the main building also. The building is situated in a central locality and is easily accessible from any part of the city and the area is sufficiently big for making arrangements for games, recreation, etc. The Local Committee after inspection of the building have finally selected it. A rent of Rs. 900 p.m. was considered reasonable for the building. It is expected that this would become final shortly.

Staff: The attention of the members of the Standing Sub-Committee is invited to para 3(ii) and 3(iii) of the proceedings of the Local Committee at Madras in regard to the qualifications, salaries, method of recruitment, etc., of the Principal as well as the lecturers at the Centre.

They hope to draw on the departmental personnel for the remaining staff of the Regional Centre at Madras. The Local Committee would be forwarding their recommendations to the Standing Sub-Committee for their final approval.

Furniture, Equipment, etc.: Pending the formulation of a more firm estimate of the expenses, the Committee decided to purchase furniture, library books and office equipment on the scale and subject to limits indicated in Appendix 5 to Note on the subject No. IV on the Agenda for the first meeting of the Central Committee. The required funds are being put at the disposal of the Local Committee. The Committee has also been authorised to recruit the secretarial and subordinate staff.

The Centre is expected to open in the first week of July, 1954. Applications for admission are being received by the Member-Secretary. The latest position in this respect is reviewed elsewhere. (See page 62.)

ITEM 3

REGIONAL CO-OPERATIVE TRAINING CENTRE FOR THE EASTERN ZONE —SELECTION OF A SITE—BURDWAN *VS.* PUSA

At the first meeting of the Central Committee for Co-operative Training, it was decided that so far as the location of the Regional Training Centre—for intermediate grade staff—in the Eastern Zone was concerned, a decision may be taken by the Standing Sub-Committee after making further enquiries in respect of the facilities available at Pusa (Bihar) and Burdwan (West Bengal) in regard to which the Registrars of Bihar and West Bengal respectively, had pressed their claims. Accordingly, Prof. D. G. Karve, Chairman, Standing Sub-Committee, along with Shri V. Sivaraman, Member-Secretary, visited Pusa and Burdwan early in March.

So far as location is concerned, Burdwan is for the time being more advantageously situated, being on the main Eastern Railway line, and easily accessible from Orissa, West Bengal and Southern Bihar while accessibility from Assam, Manipur and Tripura may be slightly easier in the case of Pusa than in the case of Burdwan. When the bridge at Mokameh Ghat, now under construction, is completed, Pusa would be normally accessible during all seasons.

Pusa appears to possess most of the requisites essential for locating a college of the kind we have in view. In the first place, it has not only the necessary buildings for housing the College and the hostel but residential accommodation is also available for the members of teaching and office staff. The building now occupied by the Training Institute contains eight rooms of assorted sizes as shown below:

Two rooms	20′ × 18′
Two rooms	16′ × 12′
Four rooms	18′ × 16′

While the seating capacity of the rooms is not the same in all cases, it will be clear that for the purposes of our Training College with an estimated strength of 40 to 45, the accommodation would be more than sufficient both in regard to general as well as special classes that would be held under our scheme.

Our requirements are one big hall and six rooms of varying sizes. In the building at Pusa, two of the eight rooms can be used as the Principal's office and the Teachers' room. Of the remaining six rooms, we require at least five i.e., three lecture halls, one office room, and one library room. The authorities have an idea of constructing a new building for the purpose of their Institute in some other place and handing over the building to us but pending finalisation of their plans, they request permission to

use whatever space is not actually required by us in the present premises of the Institute. This will, however, be so arranged that the classes held under our auspices are not in any way disturbed.

The hostel attached to the Pusa Training Institute—which is proposed to be made available to us—is situated at a distance of merely two furlongs from the College premises. It contains 14 big rooms. In each room, four students can be conveniently accommodated. A kitchen, store room, bathroom, etc., are attached. There is also a reading room, and quarters for the Superintendent are within the premises of the hostel. Both the College and hostel buildings are supplied with electricity and water.

Residential quarters for teachers, office staff and subordinate staff are also available, besides playgrounds for students.

In Burdwan, there are no buildings ready for occupation either for hostel purposes or College. A hostel is to be constructed anew at a distance of about half a mile from the place where the College is to be located. The College has to be housed in an old building belonging to the Maharaja of Burdwan which has to be repaired and partly rebuilt before it can be occupied. It appears that the State Government has sanctioned a sum of Rs. 3.5 lakhs for the purpose but it has not been clarified whether the State Government would hand over the buildings to us, built at such a heavy cost.

As regards furniture, etc., for the College and the hostel, it has to be supplied by us in either case. The same is true of the library also. Considerable expenses will have to be incurred to build up a really good library.

A factor which should weigh heavily with us in the selection of the site for the proposed College is the presence of an adequate number of co-operative societies of different types, round about the place where the College is located, to serve as the ground for practical training which will be necessary side by side with the theoretical training. For specialised practical training, no doubt, the trainees will have to go to either Bombay or Madras State as there are few suitable co-operatives in Bihar or for that matter in Bengal too, which can be considered for imparting practical training to the candidates. But apart from such training, the students may visit societies in the vicinity of the Centre to have some idea about their practical working. The Registrar, Co-operative Societies, Bihar, has furnished us with particulars about some of the societies situated within easy reach of Pusa proper. Similarly in case of Burdwan, a central bank and some co-operative farming societies are there. Though it is difficult to pronounce any opinion on the nature of societies round about Pusa or Burdwan, the balance of advantage seems to lie in favour of Pusa, with a more

rural atmosphere than Burdwan and being far away from any big city. It is also a well-developed Community Project centre where some intensive efforts are being made to revive the existing societies and to organise new ones. Further, the Centre at Pusa will have the advantage of having near it the following institutions which are expected to impart a rural and scientific bias to the training to be imparted at our Centre:

(i) Pusa Botanical Sub-Station
(ii) Pusa Cattle Farm
(iii) Tobacco Research Station
(iv) Agricultural Extension Training School
(v) Sugar Research Institute
(vi) Basic Training School, etc.

Proximity to some educational centre from where extension lectures can be easily arranged is also a factor to be considered. Here there is not much to choose between Pusa and Burdwan. While a number of colleges are located in Darbhanga, Samastipur and Muzaffarpur which are within easy reach of Pusa, Burdwan itself has a degree college in addition to the advantage of being near Calcutta from where University staff can be invited for delivering extension lectures to the trainees.

Cost of living is another important consideration which should influence our choice of the Regional Centre. It is our earnest desire that the trainees at our Centre should be able to undergo the course with minimum expenses. The impression gathered is that Pusa is comparatively a cheaper place than Burdwan, which is near a big industrial city (Calcutta).

A careful consideration of all these factors would show that besides being on par with Burdwan in certain respects, such as the existence of co-operatives and other educational institutions around, accessibility, etc., Pusa has certain clear advantages over Burdwan, particularly in respect of premises for College and hostel, nearness of other research and training centres, cost of living and climate. The Standing Sub-Committee may, therefore, kindly give their decision in the matter.

Further correspondence with the State Government will be taken up after a decision has been reached. Details regarding the terms on which the State Government will make the premises at Pusa available to us, the financial estimates, recurring and non-recurring, panel of names to form the Local Committee and matters relating to the selection of staff and candidates will then be taken up by the Member-Secretary in consultation with the Chairman of the Standing Sub-Committee.

ITEM 5*

CONSIDERATION OF THE FINAL SYLLABUS OF THE LONG-TERM COURSE AT THE REGIONAL CO-OPERATIVE TRAINING CENTRES FOR THE INTERMEDIATE PERSONNEL

At the first meeting of the Central Committee for Co-operative Training, a draft syllabus (Appendix 4 to Note IV) for the long-term course for the intermediate grade staff was submitted for consideration. It was, however, decided that the syllabus might be finalised by the Standing Sub-Committee.

In this connection, it may be stated that the Local Committee for the Madras Centre have approved the same draft syllabus and resolved to suggest modifications, if any, next year in the light of experience gained during 1954-55. They have, however, asked for the approval of the Standing Sub-Committee on the subject.

A perusal of the draft syllabus would show that it is quite comprehensive and covers all the important points which deserve careful study by students of Co-operation at the intermediate level. We may, therefore, approve of the decision taken in the matter by the Madras Local Committee and put off the question of revising the syllabus to next year when the results of one year's experience would be available to us.

The Madras Committee will, of course, be requested to add to the syllabus the subject of "Planning and Co-operation" as decided upon at the first meeting of the Central Committee. Any further suggestions which the members of the Standing Sub-Committee may make at the meeting will also be conveyed to the Madras Committee.

* Item 4 not printed.

ITEM 6

CONSIDERATION OF QUALIFICATIONS ESSENTIAL FOR THE TEACHING STAFF AT THE REGIONAL CO-OPERATIVE TRAINING CENTRES

At the first meeting of the Central Committee, certain broad considerations were laid down in the matter of selection of staff for the Regional Training Centres. It was held that the Principal should be a person with considerable co-operative experience with good grounding in co-operative theory and should also be at the same time one of high academic attainments. The other teaching staff too should consist of persons with adequate academic attainments and the necessary experience in their own line.

The Standing Sub-Committee may perhaps like to lay down some specific qualifications for the posts of the Principal and Lecturers. In this connection, a reference is invited to the qualifications which the Local Committee at Madras have laid down for selection of staff for that Centre. It will be seen from Appendix I to Note II* that for the Principal, they have laid down the following qualifications:

1. *Educational Qualifications:* Graduate, preferably a Master of Arts.
2. *Experience :*

   (*a*) At least 10 years' administrative experience;

   (*b*) Teaching experience in Co-operative Training Institute.

For one of the Lecturers to be drawn from the Co-operative Department, they have laid down the following qualifications:

1. *Academic Qualifications:* Graduate.
2. *Experience in Co-operation:* Five years.

For the other Lecturer advertised for, the following qualifications have been laid down:

1. *Academic Qualifications:* First or Second class B.Com. (Hons.) Degree with Co-operation as a special subject or B.A. (Hons.) Degree in Economics with Co-operation as a special subject.
2. *Experience:* Preference will be given to candidates with teaching experience.

We can, as general guiding considerations, lay down a first or second class degree in M.A. with 10 years' experience in the

*Not printed.

Co-operative Department as requisite attainments for the Principal's post while the same academic qualifications with less of practical experience, say five years, including teaching experience may be prescribed for the Lecturers' posts. Graduates need not, however, be ruled out if other considerations outweigh the lack of academic distinction.

To sum up, academic attainments, teaching ability and practical experience in Co-operation taken together should influence the selection made by the Local Committees.

ITEM 7

UNIFORM STANDARDS REGARDING EXAMINATIONS ETC.

It was decided at the first meeting of the Central Committee that at all stages of the conduct of the examinations, such as setting of papers, valuation, etc., the Central Committee should enforce a common pattern with a view to maintaining uniform standards at all Centres covered by the scheme. The Standing Sub-Committee may like to lay down the code of procedure in this respect. But as the matter is not of an urgent nature, it may be taken up at a later stage.

ITEM 8

CONSIDERATION OF THE REPORTS RECEIVED FROM THE OFFICERS WHO TOURED THE STATES TO STUDY THE TRAINING ARRANGEMENTS FOR SUBORDINATE PERSONNEL

At the first meeting of the Central Committee, it was agreed that the training of subordinate staff would be best organised on a State-wise basis. But the actual steps to be taken in this regard were to be formulated on the basis of a more thorough survey of the facilities available in each State. Accordingly, a detailed questionnaire on the subject was issued to all States (copy enclosed) eliciting information on all important points. Shri M. A. Chidambaram, an officer of the Agricultural Credit Department, Reserve Bank of India, and Shri M. S. Menon of the Ministry of Food and Agriculture, Government of India, were deputed to visit the various States to study the facilities in each State and submit reports giving factual data regarding the present position and their own views regarding the steps to be taken in future.

The reports of Shri Chidambaram will be placed at the meeting table for perusal of the members and for favour of their further suggestions, if any. It is proposed to prepare a tabular statement showing information under particular heads after all the reports are available and to submit the same to the Committee at its next meeting.

(*Copy of the Circular*)

RESERVE BANK OF INDIA

AGRICULTURAL CREDIT DEPARTMENT

BOMBAY.

No. ACD. 181/AC. 50-54 *January* 23, 1954.

Secretary to the Government of (All States).

Dear Sir,

Subject:—CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING—TRAINING OF SUBORDINATE PERSONNEL.

Perhaps you are aware that recently the Central Committee for Co-operative Training was set up jointly by the Reserve Bank of India and the Government of India for formulating plans and for organising and directing arrangements for the training of the co-operative personnel at all levels. In regard to the training of the higher and intermediate grade personnel of the Co-operative Departments and institutions, the Committee functions as a Committee of the Reserve Bank of India while in regard to the training of the subordinate personnel, the Committee functions as a Committee of the Government of India. The first meeting of the Committee was held on 22nd and 23rd December, 1953 and copy of the summary of proceedings is enclosed for your information.

2. Item No. 5 of the summary relates to the decision arrived at by the Committee with regard to the training of subordinate co-operative personnel. It will be seen therefrom, that it is proposed to depute an officer of the Reserve Bank of India and another officer of the Government of India to visit the various States to discuss with the State Government and local co-operators the existing training facilities for this grade of co-operative personnel and the need for their expansion and formulate a scheme towards this end, bringing out the financial implications thereof, to enable the Committee to take concrete steps in the matter.

3. As we are anxious to see that the officers who are likely to commence their tours by the end of February, have in their possession all the relevant facts before they proceed to the States for discussion, we would request you to send us the reply to the enclosed questionnaire before the 8th February, 1954. We are aware that the information on some of the questions included therein might have already been sent to us by you, in response to an earlier circular of ours, but we are calling for the same again with a view to bring it up-to-date in a consolidated form.

4. *It is not intended that at this stage you should undertake a fresh survey for being able to reply to the questionnaire, which might be filled in as correctly as is feasible with the help of information already available to you.* Where accurate information is not available, approximate answers should be given making this clear in the answer. At the same time, appropriate inquiries should be started so that the results may be available at a later stage for more specific action.

5. We shall appreciate if the matter is given your immediate attention.

Yours faithfully,

V. SIVARAMAN,
Member-Secretary.

No. ACD. 182/AC. 50-54 of date.

Copy forwarded for information to the Registrar, Co-operative Societies (All States).

V. SIVARAMAN,
Member-Secretary.

(*Copy of the questionnaire*)

TRAINING FACILITIES FOR SUBORDINATE PERSONNEL OF CO-OPERATIVE DEPARTMENTS AND INSTITUTIONS

The following questionnaire is intended to elicit information regarding the facilities that exist in the State for the training of the subordinate personnel of the co-operative department and the co-operative institutions. The term " subordinate personnel " in this context has been defined as those *at the lowest rung of different cadres* (e.g., *paid secretaries of societies, auditors, supervisors, clerks, salesmen, accountants, etc.*)

PART I

I. *General*

(*a*) What is the arrangement for the training of subordinate personnel belonging to the Co-operative Department and the co-operative institutions in the State ?

(*b*) Indicate briefly the various steps taken during the last five years to expand the training facilities for this category of staff.

(*c*) Are the training schools or institutes organised, financed and run by Government (Co-operative Department) or a non-official body, e.g., the State Co-operative Union or Institute or some other organisation?

II. *Details of Existing Facilities*

The following particulars about the schools may please be given:

1. Names of centres where the schools are located,
2. Date when the school was started,
3. Types of classes held and the category of personnel admitted.
4. Is the admission in any of the schools restricted to any particular class of trainees, e.g., Co-operative Department employees ?
5. What are the qualifications for admission ? Is it the practice to admit only those already employed in Co-operative Department and institutions and/or newly recruited ? Are also other candidates intending to make co-operation their career, admitted ?
6. If so, have all the successful candidates been employed ?
7. Are the classes conducted in English or the local language?

8. What is the area that each school is expected to cover?

9. What is the maximum strength of each class? What is the number of candidates trained during the last three years?

   (*a*) Departmental,

   (*b*) Co-operative institutions,

   (*c*) Others.

10. What is the duration of each course?

11. What are the subjects taught? (Please enclose a copy of the syllabus with the books recommended for study.)

12. Is any practical training given outside the class room? Please give details. What is the period of practical training? (Give a brief account of the practical training indicating places and institutions used for the purpose.)

13. Are examinations held and certificates issued?

14. Is the school located in own premises or in a rented building? What is the approximate annual rental paid, if any.

15. Whether any hostel facilities are provided; if so, please give details.

III. *Staff*

1. What is the strength of the teaching staff?

2. What are their qualifications?

3. What are the scales of their pay and allowances?

4. Are there honorary lecturers besides the paid staff? Kindly indicate the subjects taught by them and the number of lectures given. What are their qualifications and remunerations, if any.

IV. *Financial Particulars*

1. What are the sources of income for conducting the schools? Kindly furnish particulars of the financial position of the schools in the form of a balance sheet and annual reports.

2. What are the main items of expenditure? Give approximate amounts for each.

3. (*a*) Are any fees levied on the candidates ?

(*b*) In the case of non-Departmental people, is any contribution received either by way of fees or *ex-gratia* payments from the institutions which send the candidates for training? In the case of Government employees trained in private institutions, what is the position ?

(*c*) Are any monetary concessions given to candidates? Please give full details.

4. Do the candidates receive stipends during the period of training either from Government or from the institutions which send them for training ?

5. In the case of persons already employed, are they eligible for their pay and allowances during the course of training ?

6. How is the expenditure for tours, etc., in connection with practical training, which involves visits to other towns, met ?

7. Are the library facilities satisfactory ?

8. Has your State prescribed any minimum qualifications and training for employees in co-operative institutions ?

PART II

Estimate of the number of employees to be trained

1. Give the approximate number of subordinate personnel already employed in the Co-operative Department and co-operative institutions, who still require suitable training. As far as possible, the number of such persons in each of the following categories may be given:—

(*a*) Co-operative Department

(*b*) Financing institutions (apex and central banks)

(*c*) Primary credit societies

(*d*) Agricultural non-credit societies—marketing, farming, etc.

(*e*) Urban credit societies

(*f*) Other institutions.

2. Having regard to the plans for co-operative development in the State, what is likely to be the possible number of additional subordinate personnel that would be required in the next few years

(*a*) in the Department,

(*b*) in co-operative institutions ?

3. Considering the requirements under (1) and (2) above, what is the likely number of persons in subordinate rank who will be seeking training each year during the next three years?

Proposals to meet the needs for increased Training Facilities

4. The two possible alternatives to meet the increased demand would be—

(*a*) to expand suitably the facilities available in the schools now functioning, and

(*b*) the starting of new schools.

What are your suggestions in this respect?

5. What will be the additional expenditure involved and what portion of it will be borne by the State Government; or, if the schools in the State are run by co-operative institutions or co-operative union, what part of the increased expenditure will be met by these organisations either by themselves or in co-operation with State Government?

6. In case new schools have to be started, suitable centres might be suggested together with particulars such as the availability of premises for the schools and the hostels and the requisite staff.

ITEM 9

TRAINING OF INSTRUCTORS IN EXTENSION TRAINING CENTRES

It was decided at the first meeting of the Central Committee that proposals should also be formulated for training or refresher courses for instructors in Co-operation in the Extension Training Centres. Prof. D. G. Karve undertook to work out the details. Prof. Karve may, perhaps, like to discuss the matter further at the meeting of the Standing Sub-Committee.

Item 10*

TRAINING OF THE NON-OFFICIAL PERSONNEL

With regard to the training of the non-official personnel, such as members, directors, panchayatdars, etc., it was decided at the first meeting of the Central Committee that reliance will have to be placed, primarily, on the non-official agencies with a nucleus of paid staff. It was hoped that the All-India Co-operative Union would be able to take up this work and function in close collaboration with the Central Committee. Accordingly, a suggestion was made that the Union should appoint three or four persons in selected Community Project areas for undertaking intensive co-operative education in those areas. Shri R. G. Saraiya, Chairman of the Union, had promised to convey the Committee's views in the matter to the Union. The Member-Secretary contacted Shri Saraiya in this matter who said that he had just placed the subject before the Union and it would take some time more before a decision is reached. It is for consideration whether the Member-Secretary should take up the matter with Shri Saraiya.

* Items 11, 12, 13 and 14 not printed.

APPENDIX I TO NOTE II

PROCEEDINGS OF THE FIRST MEETING OF THE STANDING SUB-COMMITTEE OF THE CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING

The first meeting of the Standing Sub-Committee of the Central Committee for Co-operative Training was held under the chairmanship of Prof. D. G. Karve on the 5th April, 1954, at the Reserve Bank of India, Bombay. The following members were present:

1. Prof. D. G. Karve (*Chairman*)
2. Shri H. M. Patel, I.C.S.
3. Shri B. Venkatappiah, I.C.S.
4. Shri V. Sivaraman (*Member-Secretary*)

ITEM NO. 1—*Expansion of the Poona Centre*

The Note on Item No. I of the Agenda of the meeting, reviewing the steps taken regarding the expansion of the training facilities for the higher grade and intermediate grade co-operative personnel at Poona, was considered.

ITEM NO. 2—*Arrangements for the Training Centre at Madras*

The steps taken in the direction of organising the Regional Co-operative Training Centre at Madras were generally approved.

Shri H. M. Patel felt that the scale of pay for the post of Principal, as fixed by the Local Committee, was rather low and might not attract men of high attainments. The Chairman, however, cited the case of the Bombay Provincial Co-operative Institute which has recently advertised the post of Principal, Co-operative Training College, Poona. In this case, the grade fixed is Rs. 500-50-750. The Committee, therefore, agreed that the grade fixed by the Madras Committee was in substance alright. While this may serve as the model in the case of other Centres, local conditions may have to be taken into account in deciding the pay scales.

The decision of the Local Committee of the Madras Centre, viz., that the syllabus, given in Appendix 4 to the Note on the subject No. IV on the Agenda for the first meeting of the Central Committee, be given a trial for one year before modifications, if any, are suggested, was approved by the Standing Sub-Committee.

The selection of the building for the Regional Centre at Madras made by the Local Committee was also approved. Their decision to incur expenditure on staff, furniture, office equipment, library, etc., on the scale provided in the tentative budget framed and approved by the Central Committee at its first meeting, was approved.

With regard to the library, the Chairman desired that the Member-Secretary might have a bibliography of the books essential for the Regional Training Centres prepared at an early date. The Local Committee of the Madras and other Regional Centres may be requested to buy several copies of such of the books as are likely to be in continuous demand. This will ensure some degree of uniformity in the collection of books at each of the four Centres. The amount of Rs. 2,000 provided for in the budget was approved subject to the essential need of making the initial stocking as adequate as possible.

Shri H. M. Patel desired that adequate publicity should be given to the expansion of the course in Poona and the inauguration of the course at Madras and other Centres as well, in order to draw pointed attention of the official and non-official co-operators to all the important schemes sponsored by the Central Committee. For the opening ceremony of each of the Regional Centres, Ministers-in-charge of Co-operation in each of the States comprising the region to be served by the Centre may be invited. Similarly, the expansion of the Poona Centre may be marked by ceremonial opening with invitations extended to important personalities in the co-operative field all over the country. The leading co-operators, official and non-official, who are unable to attend the function might be requested to send their messages on the inaugural occasion.

ITEM NO. 3—*Regional Co-operative Training Centre for the Eastern Zone*

In view of the reasons stated in the Note on the subject, it was decided that the Centre for the Eastern Zone be located at Pusa, which affords all the facilities essential for the type of Training Centre the Committee has in view. The Member-Secretary will enter into correspondence with the Registrar, Co-operative Societies, Bihar, in this connection to finalise the arrangements as early as possible.

In this connection, Shri H. M. Patel suggested that, if possible, the Pusa Centre could also be brought into existence simultaneously with the Centres at Madras and Poona, viz., 1st July, 1954. If, for some reason, this was found to be impracticable, the Centre should start work by the 1st October, 1954. It was also agreed that the Reserve Bank should depute some officer to take all initial steps to set the local organisation well on its feet.

ITEM NO. 4—*Review of the steps taken to organise a Regional Training Centre in the Northern Zone*

The Sub-Committee considered the proposal of the U.P. Registrar that Hastinapur may be considered as an alternative for Meerut for the location of the Regional Centre. Shri Patel

wanted to know about the essential requisites for a Centre. The Chairman stated that availability of suitable premises for the College and hostel, presence of good co-operative societies to serve as ground for practical knowledge, presence of educational institutions near the Centre from where part-time and extension lecturers could be drawn, were the main considerations in this regard. Shri Patel felt that all these facilities might not be readily available at Hastinapur. However, it was decided that some members of the Committee may visit both Meerut and Hastinapur in the last week of April and a decision in the matter may be taken at the next meeting of the Sub-Committee.

ITEM NO. 5—*Consideration of the Syllabus of the long-term course at the Regional Co-operative Training Centres for the intermediate personnel.*

The decision of the Madras Committee in this respect as stated above was endorsed. At the other Centres also, the draft syllabus will be given a trial for one year before any modifications are made.

ITEM NO. 6—*Consideration of the qualifications essential for the Teaching Staff at the Regional Centres*

The following qualifications were laid down as essential for the staff:

I. *Principal:*

Educational qualifications—Ordinarily, a Master's Degree.

Experience—Considerable administrative experience and experience of Co-operative Movement. Teaching experience essential.

II. *Lecturer* (to be recruited from the Co-operative Department):

Academic qualifications—Graduate with experience in Co-operation.

III. *Lecturer* (to be directly recruited):

Academic qualifications—First or Second class Commerce or Economics Honours graduate with experience of Co-operation. Teaching experience essential.

It was decided that a copy of these qualifications laid down by the Standing Sub-Committee for the other Regional Centres should be sent to the Poona College for their information.

ITEM NO. 7—*Uniform Standards regarding Examinations, etc.*

Some discussion ensued regarding the appointment of examiners, etc. Shri Patel raised the issue whether the examiners should be generally outsiders. The Chairman pointed out that the main difficulty in that case would be that an outsider may

not be able, by merely going through the syllabus, to get a correct idea about the exact nature of the course covered by the candidates during the training period. According to him, the best arrangement would be to appoint an internal examiner from amongst the lecturers at the Regional Centres and associate an outsider with him as an external examiner. This will be quite in keeping with the practice followed by most of the Universities in India.

It was decided that this subject should be taken up for fuller discussion at a later meeting of the Standing Sub-Committee. Meanwhile, the Chairman promised that before the next meeting of the Committee, he would circularise a set of instructions generally issued by the Universities in this regard.

ITEM No. 8—*Consideration of the reports received from the Officers who toured the States in connection with the training arrangements for the Subordinate Personnel*

The consideration of the reports of the officers who toured the States in connection with the training arrangements for the subordinate personnel was postponed till the next meeting of the Committee by which time Shri M. S. Menon may also be able to submit reports in respect of the States visited by him.

ITEM No. 9—*Training of Instructors in Extension Training Centres*

The Chairman desired that this matter might be held over for some time.

ITEM No. 10—*Training of Non-official Personnel*

It was decided that the Committee may await some concrete proposals from the All-India Co-operative Union in this connection. The question as to who will shoulder the financial responsibility for organising training arrangements for panchayatdars, etc., has also to be decided at a later stage.

ITEM No. 11—*Consideration of certain requests made by the Travancore Co-operative Institute, Trivandrum*

In view of the considerations set out in the Note on the subject, the Committee decided that so far as the question of organising a long-term course at Trivandrum was concerned, a reply may be sent to the Institute regretting the Committee's inability to accede to their request. As regards financial assistance in respect of the training facilities for the subordinate personnel, a decision will be taken after studying Shri Menon's report.

ITEM No. 12—*Consideration of a letter from the Registrar, Co-operative Societies, Punjab*

The Committee desired that the Member-Secretary may reply to the Registrar of Co-operative Societies, Punjab, saying that

the composition of the Central Committee for Co-operative Training was not based on any principle of regional or State-wise representation. The Standing Sub-Committee of the Central Committee is, however, empowered to associate with the Committee or co-opt any person therein for purposes of discussions on particular issues. Similarly, State or regional consideration could not be made to influence the selection of staff at the Regional Centres. It was, however, open to the officers of the Co-operative Department in the Punjab, as in other States, to apply for the post of Principal or Lecturers for the Regional Centres as and when they are advertised.

ITEM NO. 13—*Review of the latest position with regard to admissions to the Short-term and Long-term Courses*

The Committee was informed about the latest figures in this respect. The number of applications stood at 24 for the short-term and 63 for the long-term course. With regard to the admission of undergraduates to the short-term, the Chairman desired that the Member-Secretary might consider favourably the cases of candidates who had passed the Intermediate Examination and had considerable experience in the co-operative field. He also desired that a final date may be fixed for the receipt of applications. Urgent reminders may be sent to all States that have not so far responded to our circulars.

ITEM NO. 14—*Orissa Government's request to the Central Committee to consider some place in Orissa for the location of Regional Co-operative Training Centre*

The Sub-Committee decided that the request made by the Orissa Government in this connection might be considered at the next meeting of the Central Committee for Co-operative Training. The Member-Secretary shall inform the Orissa Government accordingly.

ITEM NO. 15—*Any other matter raised with the permission of the Chairman*

No matter of importance was raised other than those included in the agenda.

ITEM NO. 16—*Next Meeting of the Standing Sub-Committee*

It was decided that the next meeting of the Standing Sub-Committee would be held at New Delhi some time towards the end of April.

II (B). SECOND MEETING OF THE STANDING SUB-COMMITTEE OF THE CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING

(11 *a.m. Friday*, 21*st May*, 1954, *at the Reserve Bank of India Building, Bombay*)

AGENDA

ITEM

1. Training of subordinate personnel of Co-operative Departments and co-operative institutions in the various States—Proposals regarding financial assistance. (*Not printed*).
2. Proposal from the Government of Orissa for organising a training school at Bolangir for training Goladar-cum-Panchayat secretaries.
3. Consideration of a letter received from the All-India Co-operative Union, New Delhi, regarding the training of secretaries of primary societies.
4. Review of progress made in connection with the expansion of the short-term and long-term courses at Poona.
5. Selection of candidates to the short-term course at Poona.
6. Consideration of a letter received from the Registrar, Co-operative Societies, Rajasthan, suggesting Kotah as a suitable place for starting a Regional Co-operative Training Centre for the Central Zone.
7. Consideration of the steps taken to organise a Regional Training Centre for the Northern Zone. (*Not printed*).
8. Review of progress made in the organisation of the Regional Co-operative Training Centre at Pusa for the Eastern Zone. (*Not printed*).
9. Review of progress made in the organisation of the Madras Centre.
10. Selection of candidates for the long-term course at the Regional Co-operative Training Centres—Poona and Madras.
11. Consideration of a letter from the Travancore Co-operative Institute, Trivandrum. (*Not printed*).
12. Approval of the bibliography for the Regional Co-operative Training Centres.
13. Any other matter raised with the permission of the Chairman.
14. Date of next meeting of the Central Committee for Co-operative Training.

NOTES ON THE AGENDA FOR THE SECOND MEETING OF THE STANDING SUB-COMMITTEE.

ITEM 2*

PROPOSAL FROM THE GOVERNMENT OF ORISSA FOR ORGANISING A TRAINING SCHOOL AT BOLANGIR FOR TRAINING GOLADAR-CUM-PANCHAYAT SECRETARIES

A proposal has been received from the Government of Orissa for starting a training school at Bolangir, intended particularly for training secretaries of Grain Golas. Grain Golas are no doubt registered co-operative societies and their secretaries would ordinarily fall within the category of 'subordinate personnel' as defined by the Central Committee. It would, however, be difficult to consider them as purely co-operative personnel for the reason that Grain Gola secretaries are also secretaries of Gram Panchayats. Their training, therefore, will include subjects necessary to equip them to discharge their dual responsibility. Hence the proposal of the State Government is submitted for separate consideration.

The Grain Gola, as envisaged in a new scheme launched by the Government, is a multipurpose co-operative society in which the Gram Panchayat will have a vital interest and through which the Agricultural Department will distribute improved varieties of seeds, implements, etc. To help the Grain Golas play their part in this regard, a seed multiplication programme has also been sanctioned under which Gram Panchayats have been required to invest a good part of their funds in the Golas to facilitate the purchase of improved seeds by them. This apart, a sum of Rs. 7 lakhs has been placed at the disposal of the panchayats by Government for this purpose. So far, 479 Grain Golas have been established. An equal number is likely to come into existence in the course of the next two years.

The Secretary of the Grain Gola will be a paid employee and will also act as Secretary of the Gram Panchayat. Thus it is expected that it would be possible to keep one person engaged throughout the year and a trained person in that position will be of great value to the spread of the co-operative movement. The persons selected as secretaries will be at least matriculates and it is proposed that they may be given training for six months in co-operation and working of panchayats. The expenditure estimated by the

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* Item 1 not printed.

Government purely for the co-operative part of their training is as follows:—

	Rs.
Salaries of teaching staff	15,600
Contingencies	10,000
Library	1,000
T.A. for candidates	4,000
Stipends to candidates	19,200
Total	49,800

The State Government expects the Central Committee to share 50 per cent. of the above expenditure. Any extra expenditure that may be necessary will be borne by the State Government. It is for consideration whether the Central Committee should associate itself with the scheme.

ITEM 3

CONSIDERATION OF A LETTER FROM THE ALL-INDIA CO-OPERATIVE UNION, NEW DELHI, REGARDING THE TRAINING OF SECRETARIES OF PRIMARY SOCIETIES

It was decided at the first meeting of the Central Committee for Co-operative Training that in the matter of training of the non-official personnel such as members, directors, panchayatdars, etc., of primary societies, reliance would have to be placed, primarily on non-official agencies with a nucleus of paid staff. It was hoped that the All-India Co-operative Union would be able to take up this work and function in close collaboration with the Central Committee for Co-operative Training.

2. In this connection, the All-India Co-operative Union have requested us to clarify whether "the responsibility for training the secretaries of small primary agricultural credit and other societies, who are very often on the Managing Committee of their societies, is entrusted to them or whether they, being paid servants of the societies, are included in the subordinate staff of societies for whom the other scheme has been recommended."

3. From the review of the training arrangements existing in various States, it would be observed that the secretaries (both paid as well as honorary) of the small primary societies are given training for different periods as under:

States	*Period of training*
West Bengal	1 week
Travancore-Cochin	12 weeks
Rajasthan	2 weeks
Punjab	2 weeks
Orissa	7 – 15 days
Mysore	12 weeks
Madhya Pradesh	3 weeks
Bombay	4 – 6 weeks
Bihar	15 days

In this connection, it may be observed that secretaries of primary societies may broadly be classified under two categories, namely, (1) those who are members on the Board of Directors of the primary societies but discharge the functions of the Secretary in an honorary capacity and who may or may not possess the minimum educational qualification, viz., matriculation, which is the minimum prescribed for eligibility for admission to our subordinate training class, and (2) those who are paid secretaries and

are not on the Board of Directors of the primaries, and who may or may not have the minimum educational qualification referred to above.

The recommendations of the Madan Committee with reference to Bombay State may be alluded to here. That Committee felt that a distinction should be made between the secretaries of agricultural credit societies and small multi-purpose societies on the one hand and the secretaries of the bigger societies on the other. The latter were to be trained at the Regional Training Schools in Bombay State while the former were to attend certain specially arranged short-term classes of 3 to 4 weeks' duration.

It would, therefore, appear desirable to have those paid secretaries of societies who possessed the requisite educational qualifications trained under our subordinate training scheme while those secretaries who were honorary workers and the paid secretaries who, in many cases, would not also come up to our educational requirements, may be trained along with non-official co-operators such as members, and panchayatdars of societies.

Instructions of the Standing Sub-Committee are solicited in the matter. A reply will be sent to the All-India Co-operative Union after the Committee gives their decision.

Item 4

REVIEW OF PROGRESS MADE IN CONNECTION WITH THE EXPANSION OF THE SHORT-TERM AND LONG-TERM COURSES AT POONA

As decided at the first meeting of the Standing Sub-Committee, the Member-Secretary conveyed to the Principal, Co-operative Training College, Poona, the Committee's approval of the proposals made in his letter dated the 30th March, 1954 (*vide* Item 1 of the first Sub-Committee meeting) and requested him to proceed in the matter so that arrangements were finalised in time. It is understood that arrangements are well under way and would be completed before the session begins.

The fourth short-term course now in session will come to a close on the 19th May, 1954. The Poona College Committee at their meeting held on the 8th February, 1954 have recommended that the next session of the short-term course under the expanded scheme may commence with effect from the 4th June, 1954. This is necessary as the College authorities will be taking possession of the new hostel premises only on the 31st May, 1954 and some time will be required to clean the premises and to put up a few partitions, etc., before the building is fit for occupation. Secondly, the Principal has pointed out that in case the course starts on the 1st June, 1954, the staff will not have full 15 days' rest (as was agreed to in 1953) after the closing of the current session on the 19th May, 1954.

The States concerned have been intimated accordingly.

ITEM 5

SELECTION OF CANDIDATES TO THE SHORT-TERM COURSE AT POONA

A circular letter to the Registrars of Co-operative Societies of all States was issued in February, 1954, inviting applications from official and non-official candidates. From the table*, it will be observed that the response has been very encouraging since as many as 80 candidates, consisting of 54 non-officials and 26 officials from 20 States, have sought admission to the course.

2. In deciding the admissions, the following were the guiding criteria:

(*a*) In the first instance, those candidates who possessed the requisite minimum academic qualifications, viz., graduate, should be admitted. Exemptions were to be granted only in exceptional cases.

(*b*) As amongst official and non-official candidates, as far as possible, preference should be given to non-official candidates, provided the minimum requirements for trained official staff were satisfied.

(*c*) Candidates from backward States should be given preference to those from co-operatively well developed States.

(*d*) In case of such States as had asked for a large number of seats, only a portion of the seats asked for should be allotted, so that the legitimate needs of other States might not be ignored.

3. According to the academic qualifications prescribed for eligibility to the short-term course by the Central Committee, only 37 candidates were found eligible for admission to the fifth short-term course. However, we have admitted 7 candidates as special cases in view of the recommendations from the respective Registrars and thus, the total number of candidates admitted comes to 44.

The Standing Sub-Committee is requested to confirm the admissions indicated in the detailed list† appended to the Note.

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* See page 60 (Appendix I to Note III).

† Not printed.

ITEM 6

CONSIDERATION OF A LETTER FROM THE REGISTRAR, CO-OPERATIVE SOCIETIES, RAJASTHAN, SUGGESTING KOTAH AS A SUITABLE PLACE FOR STARTING A REGIONAL CO-OPERATIVE TRAINING CENTRE FOR THE CENTRAL ZONE

The Committee may kindly see the letter received from the Registrar, Co-operative Societies, Rajasthan, suggesting that the Regional Co-operative Training Centre for the Central Zone may be started in Kotah.

(See Note VI of the Agenda for the Second Meeting of the Central Committee, page 103.)

ITEM 9*

REVIEW OF THE PROGRESS MADE IN THE ORGANISATION OF THE MADRAS CENTRE

The Local Committee of the Regional Co-operative Training Centre, Madras, held its second meeting on the 5th May, 1954. The important items in the proceedings are referred to below.

1. *Selection of the Principal*

The Local Committee has recommended Shri V. Govindan Nair, M.A., Deputy Registrar, Co-operative Societies, Madras, for selection as the Principal of the Regional Co-operative Training Centre, Madras, on a basic pay of Rs. 550 per month plus allowances.

2. *Selection of the Lecturers*

(a) *Departmental Lecturer:* The Local Committee has recommended Shri A. Samuel, M.A., Principal, Central Co-operative Institute, Madras, for selection as the departmental lecturer.

(b) *Non-official Lecturer:* A panel of 5 names was approved by the Local Committee for being called for interview at the next meeting of the Local Committee due to be held on the 15th June, 1954. The candidates will each be given a single inter-class train fare to and fro for coming for the interview.

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* Items 7 and 8 not printed.

ITEM 10

SELECTION OF CANDIDATES FOR THE LONG-TERM COURSE AT THE REGIONAL CO-OPERATIVE TRAINING CENTRES—POONA AND MADRAS

A circular letter was issued to the Registrars of Co-operative Societies of all the States inviting applications for admission to the long-term course at Poona and Madras, which are scheduled to commence from 1st July, 1954. The table* gives the number of candidates recommended by each of the States for admission, the number of candidates that are proposed to be admitted and their distribution between the two Regional Centres.

2. In deciding the admissions, the following factors have been taken into account.

(*a*) The candidates chosen should fall under the category of the 'Intermediate' personnel as defined by the Central Committee at its first meeting.

(*b*) The minimum qualification should be a pass in the Intermediate Examination.

(*c*) Exemptions might be given in deserving cases on the recommendations of the Registrar.

On the above basis, it has been possible to admit 81 candidates out of 94, who were recommended. The candidates refused admission are either matriculates or belong to the category of 'subordinate' personnel as defined by the Central Committee.

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* Please see page 62 (Appendix I to Note IV).

ITEM 12*

APPROVAL OF THE BIBLIOGRAPHY FOR THE REGIONAL CO-OPERATIVE TRAINING CENTRES

The bibliography has been prepared and is enclosed for the approval of the Standing Sub-Committee.

* Item 11 not printed

A SELECT BIBLIOGRAPHY

I. *Co-operation*

Allen .. .. Fundamentals of Consumers' Co-operation

" .. .. A manual for Co-operative Directors

Barau, N. .. .. .. World Co-operation 1844 to 1944

" .. .. .. Co-operative Insurance

Bogardes .. .. .. Principles of Co-operation

Bowen .. .. The Road to Co-operative Abundance

Campbell, W. K. H. .. .. Co-operation in Asia and Africa

Casselmann .. .. .. Co-operative Movement and some of its problems

Clerk & Weld .. .. .. Marketing of Agricultural Produce in the U.S.A.

Cole, G. D. H. .. .. A Century of Co-operation

" " .. .. British Co-operative Movement in the Socialist Economy

Digby, Margaret .. .. World Co-operation

" " .. .. Producers and Consumers

Fay, Dr. C. R. .. .. Co-operation at Home and Abroad—2 volumes (1948)

Fong, H. D. .. .. .. Co-operative Movement in China

Fowlar .. .. Co-operative Challenge

Hall & Watkins .. .. Co-operation

Horrace Plunket Foundation.. Year Book of Agricultural Co-operation—Volumes for the last 5 years

Hough, E. .. .. .. Co-operation in India

Hubert .. .. Legal phases of Co-operation

I.C.A. .. .. International Co-operation (1937-49)

I.L.O. .. .. Introduction to Co-operative Practice

" .. .. Co-operative Organisation

" .. .. Development of Co-operative Movement in Asia

" .. .. Co-operative Organisation and Post-war Relief

" .. .. Co-operative Movement and Present-day problems.

Indian Society of Agricultural Economics — Co-operation in Kodinar

Infield, H. J. .. .. .. Co-operative Community at Work

Leonard .. .. .. Introduction to Modern Co-operative Theory

Mehta, V. L. & Others .. Studies in Co-operation in Bombay

Meng & Rewy Alley .. .. Co-operative Management

Murray, W. C. .. .. Agricultural Finance

Naik, Dr. K. N. .. .. The Co-operative Movement in Bombay State

Pillai, Dr. T. S. .. .. An outline of Co-operative Movement in India

Qureshi .. .. .. The future of Co-operative Movement

Rao, Prof. Narsingh .. .. A treatise on Long-term Credit

" " " .. .. The multi-purpose Co-operative Society

Spaull .. .. Co-operation at Home and Abroad

Surridge & Digby .. .. Manual of Co-operative Law and Practice

Select decisions of Co-operative Tribunals

Talmaki, R. B. S. S. .. Co-operation in India and Abroad

Warbasse, J. P. .. .. The Co-operative Way (New York)

Woodcock .. .. .. A B C of Co-operative Finance

II. *Industrial Co-operation*

Mahesh Chand .. .. Industrial Co-operation in China and Japan

" " .. .. China Builds for Democracy

Rohit Dev .. .. .. Industrial Co-operatives

Tayler, J. B. .. .. .. Organisation of Industrial Co-operatives

" .. .. .. Handicrafts and Small-scale Industries in Asian Countries

III. *Co-operative Law*

Gandhi, C. M.	Bombay Co-operative Societies Act
Gupte	Bombay Co-operative Societies Act
	Madras Co-operative Societies Act
Sastri	The Law and Practice of Co-operative Societies in India
	Banking Companies Act
	Reserve Bank of India Act
	Negotiable Instruments Act
	Mercantile Law
	Sales Tax Act
	Law of Limitation
	Land Revenue Legislation, etc.

IV. *Book-keeping and Accounts*

Rowland & Magee	Accountancy (Part I)
Cropper	Book-keeping and Accounts (Macdonald and Evans)
Davar and Pastakia	Book-keeping (Part I & II)
Rowland	Principles of Accounting
Batliboi	(1) Double Entry Book-keeping
	(2) Advanced Accountancy
Jacques	Co-operative Book-keeping
Couchman	The Balance sheet—its contents, preparation and interpretation
Tovey	Balance sheets—how to read and understand them

V. *Auditing*

Spicer & Pegler	Practical Auditing
De Paule, F. R. M.	Principles of Auditing
R. Batliboi	Auditing

VI. *Banking*

Barou, N.	Co-operative Banking
Deshmukh, C. D.	Central Banking in India—a retrospect
De'cock..	Central Banking
Muranjan, Dr. S. K.	Modern Banking in India

Sayers	Modern Banking
"	Banking in the Commonwealth
Sen, S. N.	Central Banking in underdeveloped money-markets
Tannan, M. L.	Banking Law and Practice in India (1954)
Sheldon	Banking Practice
Pratt, L. A.	Bank frauds—their detection and prevention
Institute of Bankers (London).	Questions on Banking Practice
Paget	Law of Banking (Butterworth)
Thomas	Bankers & Customers (Gregg)
Sastri	Bankers Advances Against Goods (Thackers)
Jones	Studies in Practical Banking
Bankers Magazine (London)	
Bhashyam and Adiga ..	Negotiable Instruments Act
Mackenzie, K.	The Banking Systems of Great Britain, France, Germany & U.S.A.
Raj, Dr. K. N...	Monetary Policy of the Reserve Bank
	Manual of the Bombay State Cooperative Bank, volumes I and II

VII. *Agricultural Economics*

Belshaw, H.	The Provision of Credit with special reference to Agriculture
Boyazoglu, A. J.	Agricultural Credit—London—1932
Carr, Saunders, A. M. & Others	Consumers' Co-operation in Great Britain
Cohen, R.	Economics of Agriculture
Ely, R. T.	Land Economics
Hibbard	Agricultural Economics
Nanavati & Anjaria	Indian Rural Problems
National Planning Committee.	Rural Marketing and Finance
Schulze, T. W.	Production and Welfare in Agriculture
Rangnekar	Agricultural Finance in India

Dr. Agarwal	Reorganisation of Agricultural Credit
Dr. Ojala	Agriculture and Economic Progress
Ryan, J. C.	Distributive Justice
U.N.O	Measures for Economic Development of Undeveloped Countries
Jathar & Beri	Indian Economics
Wadia & Merchant	Indian Economic Problems
Tordy, L.	Systems of Agricultural Credit and Insurance
Chitra, V. R.	Cottage Industries of India
Carver, T. N.	Principles of Rural Economics
Kulkarni, Prof. K. R.. ..	Agricultural Marketing in India
Dantwala, M. L.	Indian Agriculture
Krishnaswamy	Rural Problems in Madras
	Report of the Congress Agrarian Reforms Committee
	Problems of Zamindari and Land Revenue Reconstruction
Salvi, R. G.	Commodity Exchanges in India

VIII. *Planning and Co-operation*

Bonner, A.	Economic Planning and Co-operation
Cole, G. D. H.	Next step in Co-operative Advance
Lewis, W. A.	Principles of Economic Planning
	India's First Five Year Plan
Mehta, V. L.	A plea for Planning and Co-operation
	Progress Reports on the Plan

Report of the National Planning Committee (Rural Marketing and Finance) Edited by Prof. K. T. Shah

Rey, S. K.	Planning in India and Abroad
Saraiya, R. G.	The Place of Co-operation in the First Five Year Plan

IX. *Miscellaneous*

Ull Alm .. .. .. Co-operative Housing in Sweden

National Planning Committee National Housing

I.L.O. .. .. Housing and Employment

Farm Mortgage Credit Facilities in the U.S.A.

1951 Census Report

X. *General References*

Chambers 20th Century Dictionary

Oxford Concise Dictionary

Fowlers' King's Usage

Dictionary of Banking Terms

Pears' Encyclopedia

Co-operative Department Manuals—Bombay, Madras, Madhya Pradesh, etc.

Parikh, H. D. .. .. .. Bombay Money Market

XI. *Important Reports*

Rural Banking Enquiry Committee, 1951.

Co-operative Planning Committee (Saraiya Committee, 1946).

Agricultural Finance Sub-Committee (Gadgil Committee).

Committee on Co-operation—Madras (1940).

Agricultural Credit Organisation (Shri M. B. Nanavati) Committee 1947.

Co-operative Planning Committee—Madhya Bharat.

Annual Reports of Registrars of Co-operative Societies, Bombay and Madras.

XII. Reserve Bank of India Agricultural Credit Department Publications.

APPENDIX II TO NOTE II.

PROCEEDINGS OF THE SECOND MEETING OF THE STANDING SUB-COMMITTEE OF THE CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING.

The second meeting of the Standing Sub-Committee of the Central Committee for Co-operative Training was held under the chairmanship of Prof. D. G. Karve on the 21st May, 1954, at the Reserve Bank of India, Bombay. The following members were present:—

1. Prof. D. G. Karve (*Chairman*)
2. Shri H. M. Patel, I.C.S.
3. Shri B. Venkatappiah, I.C.S.
4. Shri V. Sivaraman (*Member-Secretary*)

ITEM NO. 1:—*Consideration of the proposals for financial assistance for the training of sub-ordinate personnel of the Co-operative Departments and co-operative institutions in the various States.*

A preliminary note containing the proposals for giving grants-in-aid to the various States for the training of the 'subordinate' personnel prepared by the officers deputed for surveying the existing facilities and the requirements of the various States was considered. It was agreed that a revised note incorporating the changes suggested at the meeting be prepared for submission to the Central Committee at its next meeting.

It was decided that the scheme for training the 'subordinate' personnel under the new integrated scheme for co-operative training should commence from the 1st October, 1954. In order that the States may be able to organise the training schools by that time, it is necessary that they receive sanction of the Government of India latest by the first week of July. This much time is necessary since apart from organisational arrangements such as securing premises, appointing teaching staff, admitting trainees, etc., sanction for the additional expenditure that the States have to incur has also to be taken by the Co-operative Departments from their respective Governments.

To enable an early decision by the Government of India, and with a view to saving time, it was agreed that the proposals as contained in the amended Note might be forwarded to the Ministry of Food and Agriculture for preliminary examination, so that final orders could be passed immediately on receipt of the recommendations from the Central Committee.

ITEM NO. 2.—*Proposal from the Government of Orissa for organising a training school at Bolangir for training Goladar-cum-Panchayat secretaries*

The Orissa Government requested financial assistance to run a school specially for training secretaries of Grain Golas who were also secretaries of local panchayats. Of course, financial aid was sought only in respect of the co-operative part of the training. The Standing Sub-Committee, however, felt that at this stage, it would be preferable for the Central Committee to assist schools specially set up for the purpose of training co-operative personnel only. There need not, however, be any objection to admitting Secretaries of Grain Golas in the training classes intended for 'subordinate' personnel if they have the minimum qualifications to qualify for admission. If the number was too great to be accommodated in the school (viz., the Cuttack Institute), another institute may be started to meet the needs of the movement. However, if the employees of Grain Golas are intended to be given training of a multi-purpose nature under any special scheme, it would be desirable to make arrangements for their training, through the State's own agencies.

ITEM NO. 3.—*Consideration of a letter received from the All-India Co-operative Union, New Delhi, regarding the training of Secretaries of Primary Societies*

The Committee agreed with the suggestion that it would be desirable to have those paid secretaries of societies who possessed the requisite qualifications trained under our 'subordinate' training scheme while those secretaries who were honorary workers and the paid secretaries, who, in many cases, would not also come upto the minimum educational requirements, may be trained along with non-official co-operators such as members and panchayatdars of societies.

The Member-Secretary was asked to inform the Union accordingly and also to request them to expedite the scheme for the training of non-officials, which they have agreed to send.

ITEM NO. 4.—*Review of progress made in connection with the expansion of the short-term and long-term courses at Poona*

The Note on the subject was recorded.

ITEM NO. 5.—*Selection of candidates to the short-term course at Poona*

The Note on the subject was recorded.

ITEM NO. 6.—*Consideration of a letter from the Registrar, Co-operative Societies, Rajasthan, suggesting Kotah as a suitable place for starting a Regional Co-operative Training Centre for the Central Zone*

It was decided that the suggestion contained in the letter be placed before the Central Committee at its next meeting.

ITEM NO. 7.—*Consideration of the steps taken to organise a Regional Co-operative Training Centre at Meerut/Hastinapur for the Northern Zone*

The Note on the subject was recorded. It was decided to await further communication from the Registrar of Co-operative Societies, Uttar Pradesh.

ITEM NO. 8.—*Review of progress made in the organisation of the Regional Co-operative Training Centre at Pusa for the Eastern Zone*

The Standing Sub-Committee approved the proposals regarding the constitution of the Local Committee. The Committee shall consist of:

(i) The Registrar, Co-operative Societies, Bihar

(ii) The Registrar, Co-operative Societies, Orissa

(iii) The Registrar, Co-operative Societies, West Bengal

(iv) Shri S. N. Sahay, M.P.

(v) An educationist (to be approved by the Chairman of Standing Sub-Committee)

(vi) The Principal of the Training Centre who will also be the Secretary

(vii) Member-Secretary of the Central Committee.

ITEM NO. 9.—*Review of progress made in the organisation of the Madras Centre*

The proceedings of the second meeting of the Local Committee were approved.

Item No. 11.—*Representation of the Travancore Co-operative Institute, Trivandrum*

The Standing Sub-Committee decided that the points raised by the Institute may be considered at the next meeting of the Central Committee.

Item No. 12.—*Approval of the Bibliography for the Libraries of Regional Co-operative Training Centres*

The Bibliography was approved. Additions will be made as and when necessary.

Item No. 13.—*Any other matter raised with the permission of the Chairman*

No matter of importance outside the agenda was raised.

Item No. 14.—*Date of next meeting of the Central Committee for Co-operative Training*

The Chairman was requested to fix up the date for the next meeting.

NOTE III

REVIEW OF PROGRESS MADE IN RESPECT OF THE SENIOR OFFICERS' TRAINING COURSE AT POONA

Pursuant to the decision of the Central Committee to expand the training facilities available at the Poona Centre, necessary steps were taken by the College Committee of the Bombay Provincial Co-operative Institute to suitably reorganise the existing arrangements in respect of premises for the College and hostel, teaching staff and so on. The meetings of the Institute in which these issues were discussed were attended by Shri B. Venkatappiah and the Member-Secretary of the Central Committee. Under the expanded scheme, the new session commenced from 4th June, 1954.

2. The following table (page 60) gives the particulars of candidates selected State-wise.

3. The special subjects that are being taught in the current session and the number of candidates for each of them are indicated below:

Subjects	*No. of candidates*
1. Banking	17
2. Agricultural Marketing	12
3. Administration	15

4. Steps have been taken to expand the existing library facilities; a full-time librarian is being engaged and arrangements are being made to keep the library open even after College hours.

APPENDIX I TO NOTE III

*LIST OF CANDIDATES FOR THE SHORT-TERM COURSE

State	Number of Candidates					
	Recommended		Admitted		Rejected	
	Departmental	Institutional	Departmental	Institutional	Departmental	Institutional
1	2	3	4	5	6	7
1. Andhra ..	..	3	..	3	..	..
2. Assam	..	2	..	1	..	1
3. Bhopal	1	..	1	..	..	..
4. Bihar	5	..	2	..	3	..
5. Bombay ..	2	12	2	1	..	11
6. Coorg	2	..	2	..	..	..
7. Delhi	..	1	..	..	..	1
8. Hyderabad ..	3	7	1	6	2	1
9. Himachal Pradesh ..	..	6	..	2	..	4
10. Madhya Bharat	2	..	2	..	..	..
11. Madhya Pradesh ..	3	4	..	3	3	1
12. Madras ..	..	4	..	3	..	1
13. Manipur ..	1	2	..	1	1	1
14. Orissa	1	..	1	..	..	..
15. Punjab	..	2	..	1	..	1
16. Rajasthan ..	1	1	1	1	..	..
17. Travancore-Cochin ..	1	..	1	..	..	..
18. Uttar Pradesh ..	..	7	..	3	..	4
19. Vindhya Pradesh ..	2	..	2	..	..	..
20. West Bengal ..	2	3	2	2	..	1
Total ..	26	54	17	27	9	27

Out of these 44 candidates admitted, 7 candidates have been admitted as special cases from Coorg, Orissa, Hyderabad, Madhya Pradesh, Madras and Uttar Pradesh on the recommendations of the respective Registrars.

* **List brought up-to-date.**

NOTE IV

REVIEW OF PROGRESS MADE IN RESPECT OF THE INTERMEDIATE CO-OPERATIVE TRAINING COURSE AT THE REGIONAL CO-OPERATIVE TRAINING CENTRES

It was decided at the last meeting of the Central Committee that there should be five Regional Centres (including the one at Poona) and it was hoped that within the next six months to one year, at least three new Centres, one at Madras for the Southern Zone, one at Meerut for the Northern Zone and one either in Bengal or in Bihar for the Eastern Zone would be set up. The Standing Sub-Committee accordingly took necessary steps in that direction but so far it has been possible to arrange to start the Centre at Madras with effect from the 5th July, 1954. As regards the Eastern Zone, Pusa in Bihar has been finally selected as a suitable place for starting the Centre, after an on-the-spot survey of the facilities available at both Pusa and Burdwan by the Chairman of the Standing Sub-Committee and the Member-Secretary. The Local Committee for the Eastern Zone has been constituted to include the Registrars of Co-operative Societies of Bihar, West Bengal and Orissa, besides the President of the State Co-operative Bank and an educationist member in the person of Shri B. B. Mukerjee, Principal, Arrah Jain College, Arrah. The first meeting of the Committee has been convened on the 8th July, 1954. It is hoped to start the Centre at Pusa by the middle of October, 1954. It has not so far been possible, mainly owing to non-availability of suitable premises, to decide on the location of the Centre for the Northern Zone.

2. The following table (page 62) shows the number of candidates recommended from each State and admitted to the courses at Poona and Madras. In all, 108 candidates from 19 States were recommended for admission. However, applying the definition of the term 'intermediate' as laid down by the Central Committee, a number of these candidates had to be rejected. The position now is that 45 candidates have been admitted to the Madras Centre and 46 to the Poona Centre. There are a few more eligible applicants who could not be accommodated at either Madras or Poona owing to limitation of seats, but steps are being taken to admit these candidates to the Pusa Centre as soon as it is opened.

APPENDIX I TO NOTE IV

*LIST OF CANDIDATES FOR THE LONG-TERM COURSE AT POONA AND MADRAS CENTRES

State	Recommended		No. of candidates admitted at				Rejected	
			Poona		Madras			
	D.	I.	D.	I.	D.	I.	D.	I.
1. Ajmer	2	..	2	..	..	..	..	..
2. Andhra ..	..	4	..	..	..	2	..	2
3. Assam	2	1	..	..	2	1	..	..
4. Bhopal	4	2	4	..	..	..	..	2
5. Bihar	2	..	1	..	1	..	..	..
6. Bombay ..	10	5	8	4	..	..	2	1
7. Hyderabad ..	3	3	1	2	2	1	..	..
8. Himachal Pradesh ..	3	1	2	1	..	..	1	..
9. Madhya Bharat	6	2	3	2	3	..	..	..
10. Madhya Pradesh ..	4	1	3	..	1	1	..	..
11. Madras ..	..	14	..	..	..	8	..	6
12. Manipur ..	..	1	..	1	..	..	..	..
13. Mysore ..	..	3	..	..	..	2	..	1
14. Orissa	2	3	1	1	1	1	..	1
15. Rajasthan ..	1	1	1	..	..	1	..	..
16. Saurashtra ..	6	5	5	2	1	3	..	..
17. Travancore-Cochin ..	8	4	..	..	8	4	..	..
18. Tripura ..	3	..	1	..	2	..	..	..
19. Vindhya Pradesh	1	1	1	..	..	..	..	1
Total ..	57	51	33	13	21	24	3	14

Out of 91 candidates admitted, 16 candidates have been admitted as special cases from Andhra, Bombay, Himachal Pradesh, Madras, Saurashtra and Travancore-Cochin on the recommendations of the respective Registrars of Co-operative Societies.

D—Departmental candidates.

I—Candidates from institutions.

* List brought up-to-date.

NOTE V

CONSIDERATION OF THE PROPOSALS FOR FINANCIAL ASSISTANCE FOR THE TRAINING OF SUBORDINATE PERSONNEL OF THE CO-OPERATIVE DEPARTMENTS AND CO-OPERATIVE INSTITUTIONS IN THE VARIOUS STATES

The Central Committee for Co-operative Training at its first meeting decided that the existing facilities for the training of subordinate personnel of Co-operative Departments and co-operative institutions in the various States should be surveyed in greater detail and that measures for reorganising the training arrangements should be considered in the light of such study. The quantum of financial assistance to be given to each State *by the Central Government* for the training of subordinate co-operative personnel would be decided on the basis of the proposals emanating from such a study. Accordingly, an officer from the Agricultural Credit Department of the Reserve Bank of India and another from the Ministry of Food and Agriculture, Government of India, were deputed to study and report on the position obtaining in each State and its requirements in that behalf. The Reserve Bank officer toured the States falling in the Eastern and Western Zones, while the officer from the Ministry of Food and Agriculture visited the States in the remaining two zones. The replies received to the questionnaire issued for the purpose by the Secretariat of the Central Committee formed the basis of discussion during the visits in the States. In each State, the officers were able to hold discussions with the Registrar of Co-operative Societies, senior officials and directors of apex co-operative institutions and important non-official co-operators and, wherever possible, with the Secretary to the Government, in-charge of Co-operation and the Minister-in-charge.

The discussions revealed an appreciation on the part of the States generally of the need to organise the training arrangements on proper lines as expeditiously as possible and benefit from Central advice in the matter. Though the finances of the State Governments are generally strained and the allotment at present for co-operative training is not sizeable, there appeared to be a general willingness to provide larger allotments needed for implementation of the scheme, subject to substantial assistance from the Central Government.

The statements appended to this Note summarise the existing position and also explain the nature of the proposals made by the officers in regard to the future.

The Standing Sub-Committee have considered the reports submitted by the officers deputed to the various States and

recommended the following proposals for consideration of the Government of India in respect of the grants-in-aid to States based on their requirements. The Central Committee is requested to approve the same.

2. *Some General Considerations*

Before considering the question of financial assistance to the various States, certain broad principles may be kept in view.

(i) Co-operative development including co-operative education falls within the normal responsibility of State Governments. The Government of India cannot hope to be able to share fully in all items of expenditure involved in this field. With a view, however, to accelerating the process of co-operative education on which depends the hope of a speedy reorganisation and development of rural economy as envisaged in the Five Year Plan, the Government of India may contribute liberally towards the expenditure involved in schemes of expanding the facilities for co-operative training. Thus expenditure on salaries and allowances of staff, stipends and educational tours of trainees, and library may be shared to the extent of 50 per cent. by the Government of India. It may be that in the case of co-operatively undeveloped States, a somewhat higher proportion may have to be borne by the Central Government for some time.

(ii) From this it follows that the provision of Central assistance should not lead to any reduction in the existing scale of expenditure or commitments already made by the State Governments in respect of co-operative training.

(iii) While making available Central assistance, the object of achieving a certain degree of uniformity by prescribing a minimum standard of teaching should be kept in view. Such a standard would relate to the number of subjects taught, syllabus prescribed, period of study (theoretical and practical) and number and qualifications of the teaching staff. Grants-in-aid will be subject to the Central Committee being satisfied with the fulfilment of certain minimum requirements prescribed from time to time.

(iv) The quantum of assistance would be based on certain specified items of expenditure in connection with the conduct of the institution in the manner desired.

(v) In the suggestions that have been made, the primary assumption has been that each State, if possible, should have an independent school. Each of these schools should be capable of running simultaneously two classes of 40 each, thus in a year it will be possible to train in all about 160 candidates in two six-month courses. It is felt that this would be the most economic unit on the basis of the staff and other arrangements proposed.

However, in special cases, it might be necessary that a beginning may have to be made in some States with a strength smaller than 160. In such cases, the minimum strength of each session should not, however, be less than 40 or 80 in a year. It is only in States where there are more than 160 candidates available for training in a year that starting another school should be considered. In States where there exists already more than one school, all efforts should be made to bring these to the standard of strength suggested before additional schools are thought of. Similarly, in States where training arrangements are made for the first time and the demand is anticipated to be more than 160 a year, but not very much more than the strength for one school, it would be advisable to adopt a cautious policy of beginning with one school. The Central Committee is not averse to having more than one school, provided there is a genuine demand for it. Further, it would be better to run one well-equipped school rather than two or more schools with poor staff and unsatisfactory facilities.

3. *Definition of 'Subordinate Personnel'*

The Central Committee at its first meeting classified as subordinate personnel all "those at the lowest rung of different cadres (e.g., auditors, supervisors, clerks, salesmen and accountants)." In a few States, there is the category of inspectors, who while being of the lowest cadre, perform the functions of those generally included in the 'intermediate' category. This is particularly so in States where the rank just above the inspector is that of a district gazetted officer. It may also be mentioned that in a few States, such as Bihar, there is an intermediate category of departmental staff—inspectors—sufficiently large in number and whom it would be difficult to get trained within a reasonable time through the Regional Co-operative Training Centres. Therefore, the State authorities would prefer to technically define them as 'subordinate' and make arrangements for their training in the State itself.

If this point is conceded, it raises certain issues—(i) whether the period of six months' training contemplated is sufficient for this category, (ii) whether for this category, a slightly higher standard than the usual subordinate course will be necessary; from these, it will follow that in the State where such special arrangements are necessary, the school will have to conduct two types of classes, viz., (*a*) a regular class for subordinate staff of both Department and institutions and (*b*) a class with a slightly higher standard for inspectors and for staff entrusted with similar responsibilities in co-operative institutions.

In the case of the above proposals, with reference to Bihar, the point for consideration is whether any scheme for the training of a category of people who would ordinarily fall under the

definition of "intermediate" personnel at the State level should be financed by the Central Government. In this connection, it is felt that the extra demand is likely to be a short-term feature. Therefore, if there is a sufficient number over and above what can be accommodated at our Regional Schools, the Central Committee would consider organising a special session for meeting their demand. *It would not, however, be desirable, at this stage, that the training of intermediate personnel should be conducted by the State itself under any scheme of Central assistance.* The Central Committee can consider assistance only for such schemes as fall within the purview of our integrated scheme.

4. *Period of Study*

The following table shows the period of study at present in force in the various States.

State	*Months*	*State*	*Months*
		Punjab	
Assam	6	Sub-Inspectors and Supervisors	6
Bihar	6	Rajasthan	6
Bombay	6	Uttar Pradesh	9
Hyderabad	5	West Bengal	
Madhya Pradesh	3½	Inspectors and Auditors	12
Madras	11	Managers and Paid Secretaries of co-operative institutions	4½
Orissa		Supervisors	3
Departmental staff	11		
Institutions	6		

In the majority of the States that were visited, the consensus of opinion was that the period of study should not exceed 6 months made up of 4 months of theoretical training and 2 months of practical work. The Bihar Registrar suggested that six months was too long a period and that 4 months would be more than sufficient. On the other hand, the Registrar of Orissa has insisted that the period of study so far as the departmental staff is concerned should not be less than 9 months. The Registrar of Madras is of the opinion that for both departmental candidates as well as trainees from co-operative institutions, a period of less than 11 months (9 months theory and 2 months practical) will not be sufficient. This corresponds to the existing arrangements in the State.

The period of 4 months' theoretical and 2 months' practical training which conforms more nearly to existing arrangements in most of the States appears to be sufficient for the training needed at this stage of development. However, if any individual State can afford to wait for a longer period than 6 months to receive its trainees, the period of total training may be extended upto 9 months, divided into 6 months of theoretical and 3 months of

practical training. It is desirable that all States should conform to this pattern. To put it briefly, a period of 6 to 9 months' training would be recognised by this Committee as reasonable; financial assistance will be recommended so long as the training period is not less than 6 months or more than 9 months. If, however, any individual State, for some reason or other prefers to have the period of training longer than 9 months, Central assistance will be given in respect of expenses relating to 9 months period only.

5. *Syllabus*

(i) There is no uniformity in the syllabus in force in the various States. The standards of teaching and the coverage of subjects also differ widely. From the syllabus prescribed in a few cases, it is not possible to gauge the extent of coverage. Again, the books recommended for study in a few States leave much to be desired. For example, it was found in one instance that important publications of the Agricultural Credit Department did not find a place in the list of recommended books.

(ii) A uniform standard of teaching is essential and with a view to ensuring this, a model syllabus, which might be adopted in the State schools, has been drawn up for the approval of the Committee. The syllabus has been prepared after a study of the existing ones in force in the several States and represents principles and practice of common application. It may also be necessary to include in the syllabus some special features of development in each State, particularly in the matter of legislation, such as the local Co-operative Societies Act, Land Laws, etc. If the Committee so desire, the draft syllabus may be circulated among the various States and their views called for before finalising the same. We may then ask the States to work our syllabus for a period of two years and then submit to the Committee their views on the need for its revision or continuance of *status quo*.

Moreover, as an all-India programme of training has been evolved, it would be desirable to have some uniformity among the States in regard to the standard of teaching, the method of conducting examinations, valuation of papers, award of certificates, etc.

6. *Considerations regarding financial assistance*

It is considered desirable that Central assistance may be confined to certain specific items of expenditure, the rest being met entirely by the State. The following are the items suggested for being shared between the State and the Central Government.

(i) *Teaching Staff:* The teaching staff in the schools are generally drawn from the departmental staff and, therefore, their pay depends on the scale of their present cadre. In some

States, the Principal belongs to the Assistant Registrar's cadre, in others to the Inspector's cadre. Even where the teaching staff have been directly recruited, they have been fitted into the existing scale. Again, as is well known, even for the same cadre, the pay scales vary very widely in the different States. Thus, an Inspector or an Assistant Registrar of one State may not be drawing emoluments comparable in any manner with his counterpart in other States. Cost has stood in the way of giving a good scale to the teaching staff, and this has kept qualified and experienced men away from the posts.

The Committee may prescribe the following qualifications in respect of the teaching staff of the State schools:

Principal

Educational qualifications: Ordinarily a first or second class Bachelor's degree.

Experience:

(*a*) Adequate experience in co-operative activity.

(*b*) Administrative experience.

Lecturers

Educational qualifications: A Graduate, preferably in a Social Science or Agriculture.

Experience: Adequate experience in co-operative activity.

It is considered that the salaries paid to staff should be in line with emoluments drawn by other officials of the Co-operative Department of comparable status.

The scale of pay of the Principal may be that of the Assistant Registrar in the State plus 20 per cent. deputation allowance. Where, however, the Principal is recruited from outside the State, the emoluments will be fixed with reference to the scales of pay and allowances obtaining in the State to which the Principal belongs. If, however, one outside the cadre is recruited, the scale of pay will be fixed with the approval of the Central Committee. The grant in any case will be subject to the Central Committee being satisfied regarding the suitability, minimum qualifications, etc., of the person chosen.

The lecturers' scale may be fixed at Rs. 200-10-300 which corresponds generally to the scale for the cadre just below that of the Assistant Registrar. "Variations may be necessary but these may be made only with the approval of the Central Committee."

The teaching unit for a school conducting two classes simultaneously will consist of 1 Principal and 3 full-time Lecturers. In other cases, the number of teaching staff will have to be less.

Wherever suitable persons are available for handling some special subjects, honorary lecturers may be appointed.

(ii) *Concessions to candidates.—*

(*a*) *Fees:* No fees are charged from departmental candidates (except in Bombay schools) while a nominal fee is charged from institutional candidates and from outsiders in a few States. The amount so collected is not substantial. As the intention of the training scheme is to popularise co-operative education, the Committee may recommend to the States not to charge fees from the candidates admitted to the training schools. This may be laid down as one of the conditions for being eligible for Central assistance.

(*b*) *Stipends:* The details of the stipends and other allowances granted to candidates attending the State schools in the various States can be seen from Statement II. Departmental candidates generally receive their pay and allowances; only in some States, are they given an additional allowance while attending the State school. Newly recruited departmental staff who are first sent for training are either given their grade pay and allowances or only a stipend. In many States, the expenditure over salaries and stipends of trainees forms part of the departmental budget and not of the budget of the school. It is only in a few States, e.g., Bengal and Rajasthan, that it is included in the expenditure of the training school. It would be appropriate for the Government to bear the pay and allowances of the departmental staff sent for training from out of the departmental budget. Similarly, the stipend of the newly recruited staff sent for training, also should be borne by the Department. In this respect, the position of old servants and newly recruited staff should be identical.

(iii) In view of the fact that, during the period they would be away for training, they will have to maintain two establishments and consequently incur additional expenditure, it is suggested that departmental candidates sent for training may also be given an allowance; the scale of allowance generally suggested by the States is Rs. 40. This allowance will be one of the shareable items.

(iv) As regards candidates from co-operative institutions, the analogy of the Higher and Intermediate training centres organised by the Reserve Bank is being quoted in the various States. A stipend of about Rs. 40 has been uniformly recommended by the State authorities. This is justified on the ground that some institutions cannot afford to pay the candidates while away for training and at the same time incur expenditure on the substitutes. Further, the pay scales of the institutions themselves are meagre and that the candidates may have to stay away from their families

during the period they attend the training classes. This is a question of genuine hardship and the Committee may agree to a stipend of Rs. 40 per candidate. The expenditure on this item will also be shared by the Central Government.

(v) Normally, in the matter of admission to these schools, preference will be given to candidates deputed from the Co-operative Department and institutions. However, where there are vacancies, outsiders may also be admitted. They will be eligible for free tuition, but not for stipends.

(vi) In Orissa, it was further emphasised that co-operative institutions should be given a subsidy upto 50 per cent. of the extra cost that they might incur in engaging substitutes, in the place of the permanent hands sent for training. It is argued that while the institutions are fully aware of the need for training their employees, " unfortunately they do not have the necessary resources for meeting the additional expenditure. " The Government in their representation have stated that " in view of the infancy of the co-operative movement and the inadequate resources of most of the institutions, the Central Committee may consider this request sympathetically. "

While the case for a subsidy might be genuine, the Central Committee cannot, on an all-India plane, recommend any special treatment to any State. There are quite a few States which are on par with Orissa—if not in a worse position—in regard to the progress of the movement and the financial condition of co-operative institutions. Therefore, the most expedient way will be for the State Government itself to treat it as their responsibility and provide for this type of assistance, when necessary, from out of the funds set apart for subsidising co-operative societies in their States.

(vii) *Travelling allowance:* Practical training forms an integral part of the training scheme. This would entail some extra expenditure over train and bus fare, etc., for visits to institutions outside the headquarters of the school. It may be seen from the attached table that, in a few States the expenditure in the case of departmental candidates is borne by the Department as part of its T.A. expenditure. In a few others, it forms part of the expenditure of the school. In the case of candidates from institutions, the expenditure is met by the institutions deputing the candidates.

Unless some provision is made in the school budget for expenditure on travelling, a specific standard of practical training could not be ensured. Further, the expenditure per candidate is not likely to be more than Rs. 60. This too will be a shareable item.

(viii) *Library:* The library facilities in many of the States are unsatisfactory. In quite a few of the States, since the training schools themselves were organised only recently, libraries would have to be built up. However, even in an old institution like the Orissa School, the allotment in 1952-53 was only Rs. 200. This is hardly sufficient for more than a few newspapers and journals. No emphasis would be too great on the question of the need for a well-equipped library in each school.

It is suggested that the Member-Secretary may on behalf of the Central Government be authorised to purchase and present from time to time to each school such books as are considered essential as the minimum equipment for the library. Apart from this, the normal expenditure incurred by the school on library will be shared by the Central Government, or by the Central Committee acting on behalf of the Central Government, subject to a maximum of Rs. 1,000 per annum.

7. *Financial Estimate*

On the basis of the above items, the approximate expenditure on shareable items for each school is as follows. It is assumed that each school will have a maximum strength of 160 candidates for the two sessions together in a year:

	Rs.
Salary of Principal	6,480
Salary of Lecturers	8,640
Contribution to leave salary and D.A.	2,400
Payment to Honorary Lecturers	2,000
T.A. for staff	1,000
Stipend to candidates	38,400
T.A. to candidates	9,600
Library	2,000
Rs.	70,520

Assuming that half of this amount is made available to the States, there will be no reduction in their existing levels of expenditure. In fact, they will have to incur some additional expenditure.

Some States which cannot have an independent school for themselves will be grouped with other States. In such cases, some additional contribution from the Central funds will be made available. However, the exact quantum will have to be decided later after further negotiations with the States concerned. In respect of the candidates sent for training to schools in other States, the individual States will receive their share of the grant.

The above analysis of expenditure given is in respect of one school. In a few States like Madras, Andhra, Bombay, Bihar, Hyderabad and U.P., the demand is for more than one school, two in some cases and three in others. In their cases, the total amount of grant will also be proportionately larger.

Statement showing the level of expenditure and quantum of Central assistance calculated on different basis in respect of the Training Schools for subordinate personnel

State	Existing level of expenditure	Estimated total expenditure	Amount of assistance from Central Government in respect of 50% of shareable items
	Rs.	Rs.	Rs.
A. *One school*			
Assam	30,000*	88,000	35,260
West Bengal ..	60,000†	88,000	35,260
Orissa	26,000	88,000	35,260
Madhya Pradesh ..	..	88,000	35,260
Madhya Bharat ..	..	88,000	35,260
Rajasthan	30,000‡	88,000	35,260
Mysore	..	56,900	24,000
Travancore-Cochin	8,000	56,900	24,000
Hyderabad	17,900	88,000	35,260
Punjab	62,000†	88,000	35,260
PEPSU	14,700	56,900	24,000
Vindhya Pradesh ..	..	47,000	18,500
B. *Two or more schools*			
Bombay	54,000	197,000	91,600
Madras	20,000	..	50,000
Andhra	20,000	..	40,000
Bihar	60,000	176,000	70,520
Uttar Pradesh ..	46,000	176,000	70,520
C. *States which will have no school*			
Kutch			
Ajmer			
Saurashtra			
Bhopal			
Tripura			
Manipur			
Coorg			
Himachal Pradesh			

* This amount has been provided for in the scheme drawn up under the State Five-Year Plan.

† Includes stipends paid to candidates.

‡ Includes Rs. 10,000 given as stipends to departmental candidates.

Statement showing the detailed estimate of expenditure for a model school (recurring items)

		Rs.
1.	Salary of Staff	
	(*a*) Principal (at Rs. 540 per month)	6,480
	(*b*) Lecturers (at Rs. 240 per month) ..	8,640
	(*c*) Honorary Lecturers	2,400
	(*d*) Other Staff	5,400
	(*e*) Dearness allowance and leave salary ..	2,400
	(*f*) Travelling allowance to staff	1,000
2.	Rent	7,000
3.	Contingencies	3,600
4.	Stipends to candidates (for 160 students at Rs. 40 per month)	38,400
5.	Travelling allowance to candidates for study tour (at Rs. 60 per candidate)	9,600
6.	Library	2,000
	Total .. .. Rs.	86,920

STATE

Training facilities for subordinate personnel of the Co-operative and Western Zone—Some

Location of the Institute	Classification of Departmental Staff	Classes at present conducted	Premises
1	2	3	4
BASTERN ZONE			
1. Assam (Joysagar)..	*Intermediate* Senior Inspectors. *Subordinate* Deputy Co-op. Officers. Asstt. Co-op. Officers.	For the Officers of the Department—6 months. The Institute is also expected to conduct another class for the personnel of co-op. institutions.	Rented.
2. Bihar (Pusa) ..	*Intermediate* Divisional Auditors, Inspectors, Asstt. Auditors, Organisers of Cane Growers' Societies. *Subordinate* Local Auditors. Supervisors.	Asstt. Auditors, Inspectors, Organisers of Cane Co-ops., Accountants, Bank Managers, Executives of large societies—6 months. Bank Assts., Clerks, Supervisors of multipurpose societies, Cane Co-op. Union Clerks, etc.—6 months.	Owned by Govt. at Pusa.
3. Orissa (Cuttack) ..	*Intermediate* Sub-Asstt. Registrars. *Subordinate* Inspectors of Audit, Organisers of Grain Societies.	Inspectors of Audit—11 months. Bank Supervisors, Clerks, Accountants, etc.—6 months.	Rented.
4. West Bengal (Konnagar).	*Intermediate* Inspectors. *Subordinate* Auditors.	Inspectors—7 months. Auditors—7 months. Supervisors of Central Banks—3 months. Managers, paid Secretaries and Accountants of Co-op. Institutions—4½ months. Social workers—4 weeks.	Government is building suitable premises at Burdwan.
5. Manipur and 6. Tripura.	No arrangements exist in the States. Owing to the smallness of the Movement candidates preferably in the Institute at Assam.		

MENT I

Department and institutions in the various States in the Eastern Zone of the important points

Estimate of subordinate personnel to be trained in each session	Nature of proposal for training institutes	Availability of premises	Availability of staff
5	6	7	8
Co-operative Department Inspectors .. .. 80 *Co-op. Institutions* State Co-op. Bank .. 18 Urban Banks .. .. 10 Primary and Central Banks .. .. .. 10 Agricultural Credit Societies 2	The Institute is new and requires considerable improvement.	A new building will have to be constructed at an estimated cost of Rs. 1 lakh; a provision for Rs. 50,000 has already been made in the budget for 1953-54.	Staff from outside.
Co-operative Department Inspectors* .. 60 (90)† Local Auditors .. 80 (264)† Others .. .. .. 28 *Co-op. Institutes* State Co-op. Bank .. 20 Central Banks and Unions .. .. 30 Urban Banks .. .. 80 Primary and Central Stores .. .. .. 56 Agricultural Credit Societies .. .. .. 60 Weavers 20	The State desires to have immediately 4 institutes. At a later stage, 1 may be closed down. One of the institutes will cater to the training of inspectors who really fall in the category of 'Intermediate' staff and the remaining ones to the subordinate staff.	Yes. No difficulty is envisaged.	Would like the Central Committee to recommend suitable candidates from outside the State for some of the posts.
Co-operative Dept. .. 40 *Co-op. Institutions* State and Central Co-op. Banks .. .. .. 40 Primary and Central Stores and other institutions 40	Though the Institute is old, considerable improvement by way of better staff, better library facilities, etc., are required. There is also a proposal to start a new training institution for the training of Goladar-cum-panchayat secretaries under the new scheme of grain banks.	No suitable premises are available—new buildings will have to be put up.	One or two lecturers from outside the State for a short period would be welcome.
Co-operative Dept. Auditors .. .. 50 *Co-op. Institutions* State Co-op. Bank .. 15 Central Banks and Unions .. .. 80 Urban, Primary and Central Banks .. 20 Primary and Central Stores, Agricultural Credit Societies .. 30	The Registrar suggests that the classes for the Departmental staff may be held in the first six months and the classes for the personnel of the co-operative institutions in the following six months. Only some improvement in the existing arrangements is suggested.	A new building being built up at Burdwan.	Staff locally available.

in the State, the demand for trained hands is also not great. Their needs could be met by deputing their

* In view of the large number that will have to be trained, the State Government would like to classify the Inspectors also as 'subordinate' staff.

† Requirements in 1955.

Location of the Institute	Classification of Departmental Staff	Classes at present conducted	Premises
1	2	3	4
WESTERN ZONE			
1. Ajmer	*Intermediate* Inspectors. *Subordinate* Auditors, Sub-Inspectors.	..	..
2. Bhopal	*Intermediate* Inspectors. *Subordinate* Auditors, Asstt. Inspectors.	..	..
3. Kutch	*Intermediate* Organisers. *Subordinate* Asstt. Co-op. Organisers.	..	..
4. Madhya Bharat ..	*Intermediate* Inspectors. *Subordinate* Sub-Inspectors.	Occasional training classes are held at Gwalior and Indore for departmental candidates. The Kendriya Sahakari Sanstha organises classes for secretaries of societies.	..
5. Madhya Pradesh ..	*Intermediate* Asstt. Registrars. *Subordinate* Circle Auditors,* Sub-Auditors, Society Auditors, Managers of Multipurpose Societies.	In July, training classes are organised at Nagpur and Jabalpur. 3½ months of theoretical training (including 15 days' practical training).	..
6. Rajasthan (Jaipur).	*Intermediate* Inspectors. *Subordinate* Auditors, Assistant Inspectors.	For departmental staff—6 months.	Rented.
7. Saurashtra ..	*Intermediate* District Co-op. Officers, District Auditors. *Subordinate* Asstt. District Co-op. Officers, Sub-Auditors.	..	..

* Since the staff recruited for this cadre are graduates, the Registrar would like to classify them as 'Intermediate.'

MENT I—*contd.*

Estimate of subordinate personnel to be trained in each session	Nature of proposal for training institutes	Availability of premises	Availability of staff
5	6	7	8
Co-operative Department. 6 *Co-operative Institutions.* 2	No separate school considered necessary. Candidates from both the Department and Institutions may be sent to the school in Rajasthan.		
Co-operative Department. 2-3 *Co-operative Institutions.* 1	Candidates to be sent to a ne rby State. Separate institute is not necessary.		
..	Candidates will be trained at the Regional School at Surat.		
Co-operative Department. 25 *Co-operative Institutions* State Co-op. Bank .. 20 Employees of Urban Banks, Marketing and Non-credit societies and Group Secretaries of Agricultural Credit Societies 34	Need for a training school. The Registrar feels that there should be two classes based on standards—senior and junior. Intermediate or at least matriculation standard for the senior course and VIII standard for junior course. Further, the training school should be a joint venture of the Government and the Kendriya Sahakari Sanstha.	Yes, at Indore or Gwalior.	Very difficult to select all teaching staff from the State itself. One or two may be available, but, for the present, staff should be recruited from outside.
Co-operative Department. 65 *Co-operative Institutions* State Co op. Bank .. 3 Central Banks and Unions .. .. 35 Agricultural Credit Societies 15	The Registrar suggests a senior class for graduates and a junior class for others with provision for specialised instruction and training for departmental candidates and others as in the Regional Centre.	Not available easily. The Registrar is looking into the question.	Teaching staff may be recruited from within the State.
Co-operative Department. 35 *Co-operative Institutions* State Co-op. bank .. 5-8 Central Banks and Unions .. .. 5-8 Urban Banks 36	The school in Jaipur is proposed to be reorganised to meet the needs of the Department and Institutions. Also the school can serve the need of Ajmer.	Registrar is looking for a suitable building.	Some of the teaching staff will have to be recruited from outside the State.
Co-operative Department. 3-4 *Co-operative Institutions.* 7	Candidates will be trained at the Regional School at Surat.	..	..

STATE

Training facilities for subordinate personnel of the Co-operative and Southern Zone—Some

Location of the Institute	Classification of Departmental Staff	Classes at present conducted	Premises
1	2	3	4
NORTHERN ZONE			
1. Uttar Pradesh (Pratapgarh and Faizabad).	*Intermediate* Inspectors, Gr. I and II and Auditors. *Subordinate* Supervisors of Union, Accountants, Salesmen, Clerks, Secretaries and Managers of Co-op. Societies upto Union stage (all from co-op. institutions).	Supervisors of the Unions are given training in the Pratapgarh Institute—9 months. Training for Inspectors, Auditors, Supervisors, Accountants, etc., is given in the Faizabad Institute—9 months.	Not available.
2. Vindhya Pradesh (No institute at present).	*Intermediate* Nil. *Subordinate* Sub-Auditors of the Department and Managers of Societies.	Nil.	Nil.
3. Pepsu (Nabha)	*Intermediate* Nil. *Subordinate* Circle Secretaries, Sub-Inspectors and Subordinate personnel employed in Apex and Central Banks.	Classes were held for Inspectors, Auditors, Sub-Inspectors and Circle Secretaries.	Not available.
4. Punjab (Kultham)	*Intermediate* Inspectors. *Subordinate* Sub-Inspectors, Supervisors, Departmental Clerks and Junior Auditors.	Newly recruited Assistant Registrars, Inspectors and Sub-Inspectors. *Ad hoc* two week classes in Districts.	Rented at nominal rent.
SOUTHERN ZONE			
1. Travancore-Cochin (Trivandrum).	*Intermediate* Inspectors of the Department. *Subordinate* Clerks of the Department, Supervisors of the Institute, Managers, Secretaries, etc., of societies, clerks.	Higher Diploma classes for Higher and Intermediate grade personnel. Certificate course for subordinate personnel—duration 4 months.	Rented.

MENT I

Department and institutions in the various States in the Northern Zone of the important points—(contd).

Estimate of subordinate personnel to be trained in each session	Nature of proposal for training institutes	Availability of premises	Availability of staff
5	6	7	8
Every Year Department .. .. 100 Institutions .. .. 150 Total .. 250	The Registrar feels that one more institute should be started and the amountof stipend paid to each candidate may be enhanced. Half the cost of the additional institute and a part of the additional expenditure on stipend may be met from the Central funds.	..	..
About 75 persons.	A permanent training institute for subordinate personnel may be started at Rewa. The course may be conducted for about 50 to 60 candidates every year for 6 months (including practical training). Stipend may be paid to the candidates. During the period between the two sessions, the staff of the institute may go round the State to give training to members and panchayatdars of the societies.	..	..
Circle Secretaries .. 100 Sub-Inspectors and others.. .. .. 12 For each of the coming 2 years 112	It has been suggested that one Educational Assistant Registrar and 2 Instructors be appointed to work whole time on co-operative training.	..	..
Secretaries of larger primary societies .. 100 Departmental sub-ordinate personnel .. 60 Total (about).. 160	..	..	..
35 to 45.	..	..	..

STATE

Location of the Institute	Classification of Departmental Staff	Classes at present conducted	Premises
1	2	3	4
2. Mysore (No regular training insutution).	*Intermediate* *Subordinate* Departmental Inspectors (169), Secretaries, etc., of institutions.	..	..
. Madras (At Madras for departmental staff. At Tanjore and Coimbatore for staff of institutions).	*Intermediate* Co-op. Sub-Registrars. *Subordinate* Junior and Senior Inspectors.	The Central Institute at Madras conducts classes separately for junior and senior Inspectors extending to 11 months. Two mofussil institutes conduct a long-term course for supervisors and others, subordinate employees of co-operative institutions and short-term course for employees in non-credit institutions.	Rented.
4. Andhra (Rajahmundry and Anantapur).	*Intermediate* Co-op. Sub-Registrars. *Subordinate* Junior and Senior Inspectors.	Candidates for appointment as supervisors, accountants, clerks, etc., in co-op. institutions are given training in the two mofussil institutes (duration 9 months). Junior Inspectors recruited are also given training in the Rajahmundry Institute as a temporary measure.	Rented.
5. Hyderabad (Hyderabad).	*Intermediate* *Subordinate* Junior Inspectors, Junior Auditors, Supervisors and Clerks (Departmental).	Two types of classes are conducted by Hyderabad Central Co-operative Union. 'A' type for Junior Inspectors and Auditors, Secretaries of societies, etc. 'B' type in the districts for lower staff like Supervisors of the Department, Accountants, Clerks, etc.	Classes held in the premises of the Hyderabad Co-operative Union.

MENT I—(*contd.*)

Estimate of subordinate personnel to be trained in each session	Nature of proposal for training institutes	Availability of premises	Availability of staff
5	6	7	8
About 50 from Department. About 100 to 200 from Institutions.	Two training institutes may be started and adequate assistance may be given from Central funds.	..	..
..	Starting of a new institute at Kozhikode (Malabar) with a Deputy Registrar as the Superintendent. Estimated annual expenditure for the proposed institute is put at Rs. 6,300 and 50% of the recurring expenditure is suggested to be borne from Central funds. Consider whether the posts of the teaching staff in the mofussil institutes should be upgraded and half the difference in the expenditure met from Central funds. Appoint separate commercial instructors in mofussil centres. Consider grant of stipends to candidates deputed from co-op. institutions and remission of their tuition fee.	..	..
60 to 100 Junior Inspectors.	Starting of a new Central Institute for Andhra on the model of the one at Madras may be considered. Half the recurring expenditure may be met from Central funds. Estimated expenditure Rs. 93,400 including Rs. 62,400 suggested as stipends to candidates.	..	..
Total 175 subordinate departmental employees. About 30 to 40 candidates may be available for training every year.	The 'A' type classes at Hyderabad for about 8 months should be continued on a permanent basis with a principal, 2 lecturers and 2 to 3 part-time lecturers. 4 permanent schools of 'B' type proposed. For the present, a co-op. institute at Hyderabad and 2 schools may be organised. (Suggested by touring officers.)	..	..

STATE

Statement showing the particulars about the teaching staff and the schools in

	Assam	Bihar	West Bengal
1. No. of teaching staff..	1 Principal. 2 Lecturers.	..	1 Principal. 10 Lecturers*
2. *Principa*			
(*a*) Whether from Department.	Departmental.	Departmental officer but separate scale.	Asstt. Registrar for Co-operative Training.
(*b*) Qualifications ..	University Degree.	B.A. Foreign trained.	M.A., B.Com. Foreign trained.
(*c*) Scale of Pay ..	Rs. 200-400+Rs. 50 Special pay.	Rs. 200-750	Rs. 250-750
3. *Other teaching Staff Existing Strength*			
Whether from Department.	Departmental.	Departmental officers. Vice-Principal.	Departmental Inspectors.
Scale of Pay ..	Rs. 100-250+Rs. 30.	Rs. M.Com. .. 200-500 Lecturers .. 200-450	..
Qualifications ..	1. University Degree.	1 M.A. 3 B.As. Rs. Agri. Inspectors 75-140 Junior ,, 75-140 Survey 35-50	All post-graduates Rs. 150-300 Rs. 100-175
4. Fees charged ..	No fees.	No fees.	No fees charged except from social workers (Rs. 5).
5. *Concessions to candidates*			
(*a*) Departmental ..	Eligible for their pay and allowances during the course of training. T.A. also met by Government.	Get their pay and allowances during the training period. Cost of tour is also met by State Government.	Get their pay and allowances. Tour expenses also met by the Government. New recruits get stipend.
(*b*) Other Candidates	..	A batch of staff from Central Banks has been allowed Rs. 25 each.	Get pay and allowances in addition to an allowance of Rs. 10 p.m. from Government. Tour expenses met by the institutions deputing them.

* Some of the teaching staff are utilised for holding Peripatetic classes for panchayatdars and

MENT II

financial concessions enjoyed by the candidates attending the training the States

Orissa	Madhya Bharat	Madhya Pradesh	Rajasthan
1 Principal. 4 Lecturers. 3 Part-time Lecturers.	No regular arrangements.	Asstt. Registrars. 9 Educational Instructors.	1 Principal. 2 Lecturers.
Yes. Asstt. Registrar.	..	Assistant Registrar.	Departmental Officer as Educational Officer.
B.A.	..	..	Graduate.
Rs. 200-460	..	Rs. 225-600	Rs. 200-400
..	Departmental Inspectors' grade.	9 Educational Instructors.	2 Educational Inspectors.
Lecturers Rs. 120-250 Sub-Asstt. Registrars Rs. 155-250	Senior Teachers Rs. 150-10-250 Junior Rs. 75-5-125	Rs. 100-200	Rs. 150-275
Graduates with experience.	Graduates with H.D.C. (Poona).	6 M.As. 1 B.Sc. 1 B.A. 1 B.Com. — 9	Graduate.
No fees.	No fees.	No fees for Government employees.	No fees.
Get their pay and allowances during training. T.A. also borne by Government.	..	Private candidates are charged Rs. 25 or Rs. 15 whether they are in the Senior or Junior class They receive pay and allowances during period of training. Fee of Rs. 25 or Rs. 15 levied.	Get pay and allowances during training. Tour expenses are also met by the Department. New recruits get stipends ; Auditors at Rs. 50, Asstt. Inspectors Rs. 40.
No stipends are paid. Tour expenses met by institutions deputing them. Free hostel accommodation.	..	..	..

members of societies.

STATE

Statement showing the particulars about the teaching staff and the schools in

	Travancore-Cochin	Mysore	Madras	Andhra
1. No. of teaching staff.	1 Superintendent 7 Honorary Lecturers.	No permanent staff.	*Madras* 1 Principal. 2 Lecturers. *Tanjore* 1 Superintendent. 2 Lecturers. *Coimbatore* 1 Superintendent. 2 Lecturers.	1 Superintendent in the grade of Co-op. Sub-Registrar. 2 Senior Inspectors as Lecturers.
2. *Principal*				
A. Whether from Department.	..	..	Yes.	Yes.
B Qualifications ..	..	..	M.A.	..
C. Scale of pay ..	..	..	*Rs. 175-5-225 †Rs. 150-200	Rs. 150-200
3. *Other teaching Staff*				
A. Whether from Department.	..	..	Departmental.	Departmental.
B. Qualifications ..	..	..	B.A.	..
C. Scale of pay ..	..	..	Rs. 90-120	Rs. 90-120
4. Whether fees charged from students.	Yes.	..	Fees charged from non-official candidates.	Fees charged from candidates from institutions at Rs. 50.
5. *Concessions to candidates*				
A. Departmental..	No concessions.	..	New recruits given stipends by Government. Junior Inspectors Rs. 45 p.m., Senior Inspectors Rs. 65 p.m.	Stipends to departmental candidates. Junior Inspectors Rs. 45 p.m., Senior Inspectors Rs. 65 p.m.
B. Others ..	No concessions but depends on institutions deputing them.	..	Tour expenses are borne by candidates themselves.	No concession. Few Government schularships are given to Harijan and backward classes. Certain institutions pay stipend or salary to candidates deputed by them.

* For Madras.

† For Tanjore and Coimbatore.

MENT II

financial concessions enjoyed by the candidates attending the training the States—(contd.)

Hyderabad	Uttar Pradesh	Vindhya Pradesh	Pepsu	Punjab
6 Lecturers for 'A' type classes. 2 departmental officers for 'B' type classes.	4 Instructors for every institute.	..	Training Officer.. 1 Senior Instructor. 1 Junior Instructor. 1	Educational Asstt. Registrar. 1 Educational Inspectors .. 6 Educational Assistants .. 6
..	..	..	..	..
..	..	..	B.A., LL.B. B.A. & B.Com.	..
..	..	..	..	..
Employed part-time.	..	..	..	..
..	..	..	B.A. & B.Com.	..
Paid Rs. 10 per lecture.	Rs. Instructor 200-350 Auditor Instructor 120-250 Weaving Instructor 45-80	..	Rs. Tr. Officer 250-400 Senior Instructor 150-300 Junior Instructor 90-160	Rs. E.A.R. .. 250-750 E. Inspector 90-275
Rs. 10 per term for 'A' class, Rs. 3 per term for 'B' class.	No fees levied.	..	No fees levied.	Not available.
Stipends of Rs. 25 p.m. for 'A' class, Rs. 15 p.m. for 'B' class.	Each candidate given Rs. 15 p.m. and T.A.	..	Trainees bear their own T.A. expenses	..
Employed persons eligible for their pay and allowances during the period of training.	Persons from institutions eligible for pay and allowances. T.A. met by Government.	..	..	..

APPENDIX—I

SYLLABUS

Subject 1

CO-OPERATION—HISTORICAL—GENERAL PRINCIPLES

I. *Introductory*

(1) Main features—satisfaction of a common economic need—voluntary association—democratic management—equitable distribution of benefits—various definitions. (2) Principles of co-operation. (3) Difference between the working of a co-operative society and a joint-stock company—benefits of co-operation—comparison with capitalistic joint-stock concerns—Socialism and Communism—Co-operative Commonwealth.

II. *History*

(1) Germany—Raiffeissen and Schulze banks—their important characteristics. (2) Italy—Woollenburg, Luzzatti banks—their difference and general models. (3) England—Rochdale pioneers. (4) Co-operation in India and its early history—Problem of rural indebtedness—the economic background—early efforts—Act of 1904—Act of 1912. Maclagan Committee Report recommendations—Royal Commission on Agriculture—Report of the Central Banking Enquiry Committee—All-India Co-operative Planning Committee Report—Provincial Reports—Rural Banking Enquiry Committee Report—All-India Rural Credit Survey Report. (Only a general idea of the recommendations of these committees is to be given—specific recommendations should be taught in respect of agricultural credit and multi-purpose societies and about agricultural financial structure as a whole.)

III. *Different kinds of co-operative institutions*

(i) Short-term credit—village banks—primary societies— urban banks—central financing agencies—Apex co-operative banks—its relation with other financing agencies—relation with Reserve Bank—Types of finance made available to farmers—Miscellaneous credit societies.

(ii) Long-term co-operative credit—Need for formation of land mortgage banks in India—Study of the Madras, Bombay and Madhya Pradesh pattern, constitution, functions—issue of debentures—guarantees and funds—purposes for which they give loans—methods of recovery—sinking funds.

(iii) Other forms of co-operation:

(1) Sale societies—Objects, constitution, working and functions.

(2) Purchase and Sale Unions—Objects, constitution, working and functions.

(3) Central and Provincial Co-operative Society for Marketing—Objects, constitution, working and functions.

(4) All-India Co-operative Society for Marketing—Objects, constitution, working and functions.

(5) Producers' Co-operation: (*a*) Objects, constitution and working; (*b*) Conditions necessary for starting a Producers' Society; (*c*) Constitution and working of Producers' Society; (*d*) Future possibilities and progress.

(6) Farming Societies: Objects, constitution and working.

(7) Forest Labourers' Societies.

(8) Consumers' Co-operation: (*a*) Objects, constitution and working; (*b*) Conditions necessary for starting a Consumers' Society; (*c*) Functions of Consumers' Co-operation; (*d*) Future of Consumers' Co-operation.

(9) Housing Co-operation: (*a*) Different types of housing societies; (*b*) their working and functions; (*c*) future of housing co-operation and factors favourable for the same.

(10) Insurance Co-operation: (life, cattle, fire, etc.): Co-operative Education Societies: Co-operative Hospitals.

IV. *Supervision and Inspection*

Meaning—Important duties of supervisors and inspectors—supervising agencies in Madras, Bombay and other States.

V. *Education and Propaganda*

Importance of—Facilities for training available in Bombay, Madras and some other States—Propaganda and publicity through journals, films, etc.

VI. *Co-operation and State-aid*

State help to co-operative institutions—Guarantee to land mortgage bank debentures—loans and subsidies to various types of societies—Agricultural Debt Relief Acts and Moneylenders Acts and their repurcussions on the co-operative movement.

VII. *Co-operation and Planning*

Planning and Economic Development—Recent developments in planning on international and national level—Difficulties of complete planning—objectives, measures and agencies of implementation—essentials of success—priorities in planning.

Broad principles and details of the First Five-Year Plan—priorities—types of schemes—finance—Special reference to agriculture—role of co-operatives—Community Projects and National Extension Service Blocks—Progress—(In teaching, emphasis may be placed in the Plan relating to the State and the progress).

Developments in regard to the Second Five-Year Plan.

VIII. *Role of Co-operatives in the Community Project Areas.*

IX. *Re-organisation of the Co-operative Movement in India.*

Reserve Bank's efforts—Constitution and working of the Agricultural Credit Department of the Reserve Bank of India —Its role in the sphere of agricultural credit.

X. *Achievements of Indian Co-operation*

Handicaps and weakness of the movement in India—complexity of the problem—widespread illiteracy—lack of business enterprise—lack of spontaneity—delayed and inadequate finance —concentration on credit aspect—effect upon moneylenders—encouragement of thrift—linking of credit with marketing—training in democracy—effect on members' morals—war-time service—post-war role—aims and ideals—Co-operative Commonwealth.

The study of above items with special reference to local conditions will be necessary.

Subject 2

CO-OPERATIVE LAW AND PROCEDURE AND OTHER LAWS

1. Origin and history of co-operative legislation in India.

2. The Co-operative Credit Societies Act, 1904 and the Co-operative Societies Act, 1912—Their main provisions compared—the extent to which the latter is an improvement over the former.

3. A detailed study of the Co-operative Societies Act of the State together with a brief comparative study of the Madras Co-operative Societies Act and the Bombay Co-operative Societies Act under the following divisions:—

(i) *Registration of societies.*—Societies which may be registered—condition of registration—application for registration—who can register societies and their by-laws—certificate of registration—limited and unlimited liability.

(ii) *Membership.*—Interpretation of "Member"—who can be admitted as members under the by-laws and by whom—exercising rights of membership and incurring liability for the debts of the society—payment of share money and admission fee—restrictions on maximum holding of share capital—cessation of membership—transfer and/or refund of share capital of members—who can decide disputes as to membership.

(iii) Borrowing of funds in the shape of loans and deposits from members and non-members—lending of funds to members and non-members—security for loans, on the security of one or more sureties, movable property and immovable property—investment of funds—outside the business—restrictions on the division of profits—reserve fund, charitable fund, dividend, bonus, remuneration, etc.—model by-laws on distribution of profits.

(iv) *Amendment of By-Laws.*—Procedure under Bombay, Orissa and Madras Rules—notice of the proposal of amendment—General Meeting—resolution—application for amendment—registration of amendment—validity of amendment—Registrar's special power to direct amendments of by-laws.

(v) *Audit and Inspection.*—Who is responsible for audit—who can audit—scope of audit—important points in an audit report—who can inspect a society—inquiry into the constitution, working and financial condition of a society—distinguishing features of audit, inspection and enquiry.

(vi) *Surcharge.*—Who can pass a surcharge order—against whom and under what circumstances a surcharge may be passed—necessity for a surcharge order.

(vii) *Supersession and dissolution of managing committee.*—Who can supersede or dissolve the managing committee of a registered society and under what circumstances—the object underlying such action—difference between supersession and dissolution.

(viii) *Disputes.*—Interpretation of "Dispute" under Co-operative Law—parties to a dispute—how to file a dispute—who can decide a dispute—bar of jurisdiction of civil courts—review, appeal and revision of awards.

(ix) *Liquidation.*—Winding-up order—circumstances under which the Registrar may pass winding-up order—appointment of liquidator—powers and duties of liquidator—procedure to be followed by the liquidator—assessment and contribution orders—appropriation of collections—disposal of surplus funds—final report—cancellation of registration.

(x) *Execution of awards and orders.*—How awards and orders passed under the Act are to be executed—execution through civil courts and certificate courts and departmental execution under the Madras Act.

(xi) *Concessions granted to registered societies.*—Exemption from compulsory registration of documents—remission of income-tax on profits—exemption from registration fees and stamp duty on documents relating to business of societies—admissibility of certified copies of entries in the books of societies for purposes of proving the existence of such entries in law courts.

(xii) *Offences and penalties.*—What are offences within the meaning of the Act—who can try such offences—penalties which may be imposed for offences.

(xiii) *Powers.*—Powers of the Registrar under the various sections—powers of the Registrar under the Act that are conferred on the Assistant Registrars—powers of the departmental officers engaged in audit and administrative work.

(xiv) *Appeals under the Act.*—Orders appealable under different sections of the Act—period of appeal and the authority to whom appeal lies in each case.

4. Rules framed under Co-operative Societies Act.

5. Co-operative Manuals and Circulars.

6. Tenancy Legislation in force in the State.

7. Land Revenue Act—Some select sections.

8. Indian Companies Act—Sections 4, 5, 23, 24, 40, 70, 132-144, 145, 147, 155, 156, 158-163, 179, 235-242, 248, 254.

9. Civil Procedure Code—Sections 34, 35, 38, 50-64 and 145. Orders 5, 16, 21, 29, Second Schedule paragraphs 2 on arbitration.

10. Indian Evidence Act—Sections 60, 61, 63, 65, 123.

11. Transfer of Property Act—Sections 3, 5, 54, 58, 59, 73 and 83.

12. Indian Limitations Act—Sections 1, 19-21, 25. Articles 57, 59, 60-63, 66, 69, 73-75, 80-83, 115, 116, 132, 178 and 182.

13. Court Fees Act (relevant points).

14. Negotiable Instruments Act.

15. Sales Tax Act.

16. Regulated Markets Acts.

17. Debt Relief Acts, etc.

Subject 3

RURAL ECONOMICS AND ELEMENTS OF AGRICULTURE

PART I—RURAL ECONOMICS

(i) Rural Economics—General Scope—Land Tenure—Zamindari—Ryotwari Inam—Agricultural Labour—Abolition of Zamindaris—Agrarian Reform.

(ii) Agriculture in India: Peculiarities of agricultural production—Fragmentation and sub-division of holdings—Scientific manuring and production—Irrigation—Intensive and extensive cultivation. Grow More Food Campaign—Mechanization of agriculture—Its limitations—Crop insurance.

(iii) Animal Husbandry: Cattle breeding—fodder supply—salvage of dry animals—veterinary service—cattle insurance.

(iv) Marketing: System of Marketing—its defects—measures for improving Agricultural Marketing in India—marketing services—Co-operative Marketing and its advantages—Regulated markets—Effect of peculiarities of agricultural production on agricultural marketing.

(v) Rural Finance: Causes and cures of rural indebtedness—Estimates of rural debts—Different agencies for the provision of agricultural credit and their usefulness to the farmer—Indigenous bankers and lending activities—Government as lending agency—Commercial Banks as lending agencies—Sowcars as suppliers of agricultural credit—Co-operative Movement as a supplier of rural credit—How does the method of finance of moneylender and commercial banks differ from that of the Co-operative Movement—Measures taken in the State to reduce rural debt and to give relief to the debtors—Regulation of moneylending.

(vi) Industries: Definition of large-scale industries, small-scale industries and subsidiary industries—Development of small-scale, cottage and subsidiary industries—Their effects on agriculture—Their place in national economy—Government schemes, general idea of finance of industrial co-operatives. All-India Handloom and Village Industries Board.

(vii) Rural Reconstruction: Earning capacity of the villager—Low standard of living—Indebtedness—Agricultural Statistics—periodical reports—Village surveys—how to carry out—What can Co-operation do to resuscitate villagers' life—Gandhiji's Constructive Programme—Self-help and self-sufficiency.

(viii) Social Service: Rural sport and recreations—Revival of folk dances and folk lore—Scouting and First Aid—Scout Movements—Prohibition and ameliorative activities—their socio-economic aspects—Formation of agricultural societies—Women's welfare work.

Village Panchayats

(i) Village Panchayats—Constitution—Administration—finance—Ancient Indian Village communities—Reorganisation of Panchayats.

(ii) Functions of the Village Panchayats: Scrutiny of weights and measures—Prevention of adulteration of foodstuffs—Prevention of cruelty to animals—Administration of Justice—the Village Panchayat Court—Education, sanitation, street lighting, etc.

PART II—ELEMENTS OF AGRICULTURE

Introductory

Importance and scope of agriculture and its relation to other industries and sciences; some agricultural statistics relating to the State, viz., distribution of lands into cultivated waste, forest, cultural waste, population dependent on agriculture, the acreage of important food and non-food crops.

Soil formation, soil constituents and their relations to plant growth—Soil structure and textures—Textural classification of soils—Physical properties of the soil in relation to plant growth—Classification of the soils of the State.

Tillage and Implements

Tillage and tillage operations, such as ploughing, harrowing, cold crushing, sowing, inter-culturing—Different tillage implements, local and improved.

Crops

Study of plant structure and life in short—Classification of crops—Study of the following important crops grown in the State—Dry crops: jawar, bajari, wheat, rice, groundnut, cotton and tobacco—Irrigated crops: sugarcane, potato, onion, tomatoes, cabbage and turmeric.

Pests and Diseases

All the pests and diseases of the above-mentioned crops with reference to the spread, nature of damage done with the remedial measures.

Soil Management

Fertility of land and factors affecting fertility—Manures and common fertilisers, classification of manure—Study of farmyard, compost and green manures. The effects of nitrogen, phosphoric acid, potash and lime on plant growth—Irrigation, soils suitable for irrigation and methods of irrigation—Dry farming, its effect on soil, tillage and moisture formation of salts and crop production, reclamation of alkali lands.

Farm Managements

Choosing a farm, deciding types of farming, planning and carrying out. Farm records and accounts.

General idea about the function and working of the Agricultural Department of the Government of the State.

Subject 4

BANKING—GENERAL AND CO-OPERATIVE

SECTION I

1. *General*

Definition of a bank—Importance of a banker in modern economy.

Classification of Banking Institutions—

(*a*) On the basis of their objects: Joint stock, Co-operative, State-owned, etc.

(*b*) On the basis of the nature of their business: Commercial banks, investment banks, distinctive features of each of them.

A short account of the different types of banking institutions working in India—the Reserve Bank—the Imperial Bank—the Indian Joint Stock Banks—the Co-operative Banks and the Indigenous Bankers and Moneylenders—Industrial Finance Corporation.

A short account of the balance sheet of a commercial bank showing the source of funds and the fields of employment.

Functions of the banks with special reference to Co-operative Banks:—

(i) Deposit: Savings, current, and fixed.

(ii) Advance: Overdraft, cash-credit, secured loan, unsecured loan.

(iii) Agency functions: Bill collection, remittances, brokers' functions, credit investigation.

(iv) Practical banking in brief: Negotiable instruments, cheques, bills, promissory notes their requisites and formalities. endorsements—Payments of cheques and bills —Collection of cheques and bills—Other credit instruments—Demand drafts, circular letters and travellers' cheques—Postal orders—Remittances, documentary bills —Confirmed credit, etc.

(v) Bank's balance sheet, various items therein—Employment of funds by a banker—Cash reserve—Fluid resources—Investments in money market securities—Bills discounted—Advances against guarantees—Stock Exchange securities—Documents of title to goods.

(vi) Preparation of various returns of banks (with reference to co-operative banks)—Practical working of a co-opera-

tive bank—The general duties of the officers of the bank—Board of Directors—Local and advisory committees—Conduct of meetings.

2. *Relationship of Banker and Customer*

General relationship involved in opening and closing an account; special relationship involved in mandates and powers-of-attorney, appropriation of payments, set-off, secrecy.

3. *Types of Account-holder*

The practice in opening and conduct of accounts in credit and debit for the following:

Private customers (including infants and married women),

Joint customers,

Executors, administrators and trustees,

Registered and unregistered clubs, societies, etc.,

Partnerships,

Limited companies,

Local authorities,

Liquidators and receivers,

Steps to be taken on death, lunacy, bankruptcy, winding-up or in cases of garnishee or other legal process.

4. *Banking Operations*

Payment and collection of cheques and other instruments: Mandatory function of the banker.

Respective rights and duties of drawee banker and drawer.

Statutory protection in respect of forged endorsements.

Clearing system.

Discounting of bills.

Safe custody.

Miscellaneous services rendered by a banker, such as carrying out of standing instructions, furnishing of opinions, etc.

5. *Advances to Customers*

The principles of good lending; unsecured advances to private and trading customers; assessment of a balance sheet for lending purposes. A detailed knowledge is required of the following

securities, their suitability or otherwise as banking cover, their valuation, method and form of charge, precautionary measures to ensure good title, release on repayments or realisation on default.

Stocks and shares (quoted and unquoted),
Life policies,
Land and buildings,
Guarantees,
Debentures,
Book debts,
Ships,
Produce and goods,
Documents of title to goods.

SECTION II

The place of Co-operative Banking in banking structure. Functions and working of primary credit institutions and urban co-operative banks, co-operative banking unions, district central co-operative banks, State co-operative banks, industrial banks, land mortgage banks.

Relation between co-operative banks and other banking institutions.

Weekly and periodical statements and a short account of Profit and Loss Account and Balance Sheet of co-operative banks.

SECTION III

Money market—Bank rate—Market rate—Bill brokers and discount and acceptance houses—Discount market—Bank return—Clearing houses and its functions—Single reserve and multiple reserve system—Capital market—Stocks, shares and bonds—Stock exchange operations—The Indian money market.

The practical working of a bank: The general duties of the officers of a bank—The manager, the accountant, the cashier, the correspondence clerk, the collecting clerk, Board of Directors, business committees, local and advisory committees and conduct of meetings.

Modern Trends: Concentration and development of branch banking, central banking. The organisation and functions of the Reserve Bank including supervision and control of joint stock banks.

Banking Companies Act of 1949: Provisions relating to business that can be done by banking organisations—Restrictions on payment of dividends—Prohibition of common directors—Cash Reserve—Powers of the Reserve Bank to control advances—Restriction on opening of branches—Audit—Inspection—Further powers of Reserve Bank.

Subject 5

BOOK-KEEPING AND ACCOUNTS

1. *General*

(i) Double Entry. What is book-keeping, the objects of accounts keeping, the significance of financial transactions, the fundamentals of Double Entry, the advantages of Double Entry, factors common to every business, Accounts—personal, real and nominal, rules for 'debit' and 'credit'.

(ii) Books of accounts or financial books, subsidiary books and principal books, their necessity and relative importance, the different kinds of journals, cash books, a journal and a ledger account, different kinds of cash books, cash and trade discounts, the postings from subsidiary books to the ledger. Simple bank reconciliation statement.

2. *Trading and Profit and Loss Account and Balance Sheet*

Trial balance, errors and their rectification, matters prior to preparation of final accounts, final adjustments including reserves to be created, adjusting and closing entries. Profits—its distribution, creation of statutory reserves and other funds including education fund of the Institute. Their use and investment—Depreciation and assets. Trading accounts, advantages of trading account, components of Trading Account, valuation of stock-in-trade. Profit and loss account and its components, balance sheet, valuation of fixed and floating assets.

Depreciation—how arises—methods adopted—preparation of the account by fixed instalment and fixed percentage on the reducing balance item.

3. *Accounts pertaining to Co-operative Societies*

Books to be maintained as per Act or Rules. How the accounts of co-operative societies are generally maintained. The difference between Double Entry and the system in vogue in societies. The accounts of agricultural credit and multi-purpose societies. Accounts for transactions for supply of goods on indent basis.

4. *Audit*

Explanation of the terms—audit, its scope—rights and duties of auditor—actual procedure of audit of societies, with special reference to agricultural credit and multi-purpose societies, audit classification.

5. *Miscellaneous*

Receipts and Payments and Income and Expenditure Accounts. Capital and Revenue.

N.B.—Theory should be copiously explained by illustration.

Subject 6

AUDITING

1. Principles of auditing—Definition of audit—Objects of audit—Advantages of audit—Various forms of audit (Statutory, interim, concurrent and final)—audit programmes—internal check —rights, duties and liabilities of an auditor. Internal check—test-audit.

2. Audit of cash transactions—internal check as regards cash receipts and payments—vouching of receipts—vouching of payments—missing vouchers—treatment of extraordinary receipts and payments—miscellaneous receipts—differentiation between capital and revenue—deferred revenue expenditure—vouching of bank transactions—petty cash book—verification of cash and bank balances—bank reconciliation statement.

3. Audit of trading transactions—vouching of purchase journals—purchase returns—cash and credit purchases—hire and instalment purchases—vouching of cash and credit sales—goods and consignment—sales returns treatment and vouching of packages and empties—vouching of allowances against sale—consignment—sale or returns—treatment of bad and doubtful debts.

4. Vouching of journal and subsidiary books—checking of fixed deposits, recurring deposits, demand drafts, bill registers and other books and checking, posting to cash book and ledger.

5. Ledgers—Audit of personal and impersonal ledgers—verification of posting and totals.

6. Depreciation—Principal methods of providing depreciation on different classes of assets, viz., fixed, floating, wasting and fictitious assets.

7. Reserves—General and specific reserves—Reserve funds —Secret reserves.

8. Contingent liabilities—Treatment and disclosure.

9. Verification of assets—General consideration—verification of existence—verification of values—examination of overdue assets.

10. Stock-in-trade—Checking of inventory—method of stock taking—Stock in transit and with agents on sale or return and consignment—Basis of valuation—differentiation between trading and non-trading stock.

11. Loans—Vouching of different classes of loans and overdue loans.

12. Bad debts—creation of adequate reserves—Treatment of bad debts.

13. Profit and Loss accounts and Balance Sheet—Treatment of capital profits—Gross profits—net profit and distributable profits—Divisible profits—Verification of profit and loss accounts in a Central Co-operative Bank and village society.

14. Safeguard against frauds.

15. Special points in the audit of a society—Central Co-operative Bank—how to determine financial position.

16. Audit notes of primary societies—its different questions—important circulars and other instructions regarding audit.

17. Classification of societies.

18. General—different programmes of audit—for various concerns—Examination of minute book and by-laws—over-capitalisation—over-trading—under-capitalisation.

Subject 7

GENERAL MANAGEMENT OF CO-OPERATIVE SOCIETIES AND SECRETARIAL PRACTICE AND SET-UP OF CO-OPERATIVE DEPARTMENT

Note: Whatever is covered while teaching the subject of Theory, History and Practice of Co-operation need not ordinarily be repeated while teaching this section of the optional subject.

1. Organisation of various types of societies and submission of registration proposal and amendment proposal:—

(i) Agricultural Thrift and Credit Society and Better Farming Society.

(ii) Multi-purpose Co-operative Society.

(iii) Purchase and Sale Society.

(iv) Producers' Society.

(v) Consumers' Co-operative Society.

(vi) Urban Credit Society.

(vii) Farming Society.

(viii) Lift Irrigation.

(ix) Housing Society.

(x) Co-operative Bank.

(xi) Forest Labourers' Society.

Working of each in detail according to the provisions of leaflets. Methods of finance of the above societies.

2. Raising of Capital:

(i) Shares,

(ii) Deposits,

(iii) Debentures,

(iv) Overdrafts and cash credits,

(v) Loans.

3. Office management and maintenance of accounts, records and files, and disposal of files and old records.

4. Preparation of assets statement, normal credit statement, extension applications.

5. Classification of loans and procedure for advance and securities for different kinds of loans.

6. Classification of debts: Frozen, bad and doubtful debts. Charging of interest, its calculation, recovery of loans, steps necessary in case of non-recovery, concession scheme—merits and demerits, arbitration and liquidations.

7. Procedure of General Meetings:

(i) Annual.

(ii) Special Notice.

(iii) Preparation of agenda, writing of proceedings, taking actions thereon. Procedure of M.C. meeting or of Board of Directors and its duties. The powers of general meeting and M.C. meeting—the Chairman, Managing Director. Duties and responsibilities of office-bearers and paid officers of all types of co-operative societies. Qualities that would make a successful officer, relations with the departmental supervisors and officers of Financing Agencies.

8. Concessions and privileges enjoyed by co-operative societies under different laws, the administrative orders of Government and of the Registrar. The restrictions imposed on Co-operative Societies under the Act, rules and by-laws and the orders of Government and of the Registrar.

9. Functions and working of Co-operative Department and duties and responsibilities of various officers.

10. Duties of the various office-bearers.

11. Duties of the Government officials, Registrar—Statutory, legal and administration—the set-up of the Co-operative Department. Functions of the various officers. In detail, the duties of the Auditors, Supervisors and Inspectors.

(*a*) Ordinary Department.

(*b*) Industrial Co-operation and Village Industries Section.

Distinction between audit, supervision and administrative inspection.

(i) Audit—scope of co-operative audit, responsibilities of auditors—audit classification—audit fees—audit memo—rectification report.

(ii) Inspection—scope of inspection—preparation of inspection notes—issue of inspection memos.

(iii) Annual administration report.

NOTE VI

CONSIDERATION OF A LETTER FROM THE REGISTRAR, CO-OPERATIVE SOCIETIES, RAJASTHAN, SUGGESTING KOTAH AS A SUITABLE PLACE FOR STARTING A REGIONAL CO-OPERATIVE TRAINING CENTRE FOR THE CENTRAL ZONE

The Committee may kindly see a letter received from the Registrar, Co-operative Societies, Rajasthan, suggesting that the Regional Co-operative Training Centre for the Central Zone may be started in Kotah. In this connection, it may be pointed out that the Central Committee at its last meeting decided that steps for locating and organising a fifth Centre somewhere in Central India might be initiated after the other three Centres had been established.

APPENDIX TO NOTE VI

CO-OPERATIVE DEPARTMENT

RAJASTHAN, JAIPUR.

No. 6705/CDR. *Dated* 31-3-1954.

The Member-Secretary,
Central Committee for Co-operative Training,
Reserve Bank of India,
Bombay.

Subject:—REGIONAL CO-OPERATIVE TRAINING CENTRE FOR THE CENTRAL ZONE

Dear Sir,

You will remember that the Central Committee in its last meeting decided to have one Regional Co-operative Training Centre for the Central Zone. On the consideration of the various Centres in the States (which comprise the zone), I have come to the conclusion that Kotah will be the most suitable one. I am enclosing a note which explains the reasons for choosing Kotah as the Centre. As there is urgent need for commencing the Centre in this Zone at an early date, I shall be glad if you will place the case before the Central Committee so that an early decision could be arrived at.

Yours faithfully,

(Sd./-) R. P. BHARGAVA,
Registrar,
Co-operative Societies,
Rajasthan, Jaipur.

Encl: One

ANNEXURE TO APPENDIX (NOTE VI)

A NOTE REGARDING THE DESIRABILITY OF HAVING A CENTRAL ZONE WITH KOTAH AS ITS HEADQUARTERS FOR THE REGIONAL CO-OPERATIVE TRAINING CENTRE

The desirability of having a Central Zone has already been conceded by the Central Committee for Co-operative Training. The Central Zone may have to serve the following States:—

(1) Ajmer,

(2) Bhopal,

(3) Madhya Bharat,

(4) Rajasthan and also Vindhya Pradesh, if need be.

Both Madhya Bharat and Rajasthan comprise a number of erstwhile co-operatively under-developed States where there are large potentialities for development and the ultimate corresponding need for the trained staff both to supervise, audit and inspect the societies as well as to work in the institutions.

Location of the Regional Centre

Both in view of its geographical position and the development of the Co-operative Movement. Kotah appears to be the best place for starting the Regional Co-operative Training Centre in the above-mentioned Central Zone. The various reasons in favour of the proposal may be summarised as follows:—

(1) It is most centrally situated, taking all the constituent States together.

(2) It is situated on the main line of the Western Railway.

(3) It is connected with good metalled roads with all principal towns and cities in Rajasthan, Madhya Bharat, Uttar Pradesh, Madhya Pradesh and Ajmer.

(4) There is a regular inter-State bus service connecting Kotah with other States.

(5) Taking into account all the States in the Zone, the Kotah Division is comparatively more developed in respect of co-operative societies.

(6) There is a good Central Co-operative Bank functioning since 1927 with a working capital of about Rs. 50 lakhs.

(7) The Ford Foundation Training Centre is located in Kotah.

(8) There is also a highly developed State Agricultural Farm and another agricultural farm is run on most efficient and scientific lines belonging to His Highness the Maharaja of Kotah.

(9) There are two other agricultural farms belonging to H.H. the Maharaja of Kotah within a radius of 20 miles from Kotah. These farms will be available for practical training.

(10) There is a Forest Training School and a first grade College at Kotah.

(11) A Community Development and two National Extension Service Blocks are round about Kotah town.

(12) As a result of Chambal, Bhakra and Jawai Irrigation Projects, great extensions of cultivation are contemplated in Rajasthan. Out of these, the Chambal Project is just close to Kotah and will result in intensive development of the area both in Rajasthan and Madhya Bharat and this when done, will in turn, give a great fillip to the Co-operative Movement also in both these States.

(13) Kotah is not very distant from Bombay. It is just a night's journey. Institutions in the north of Bombay can be of use for practical training to the students studying at this Centre.

(14) Last but not the least important point is that there are good premises available for accommodating both the College and the hostel in Kotah.

(Sd.) R. P. BHARGAVA,
Registrar,
Co-operative Societies,
Rajasthan, Jaipur.

NOTE VIII†

CONSIDERATION OF A LETTER RECEIVED FROM THE REGISTRAR, CO-OPERATIVE SOCIETIES, BIHAR, REGARDING THE TRAINING OF CO-OPERATIVE INSPECTORS AT THE REGIONAL CO-OPERATIVE TRAINING CENTRE, PUSA.

The Committee may kindly see the letter from the Registrar of Co-operative Societies, Bihar, regarding arrangements for the training of Inspectors in Bihar State. The position is as follows:—

The Co-operative Department is committed to supply the services of Co-operative Inspectors for the National Extension Service Blocks in that State and, according to their estimate, about 90 Inspectors have to be provided every year till 1960 in two batches of 50 and 40 each in the months of January and July every year, beginning from January, 1955. This means, among other things, that a batch of about 40 Inspectors would have to be trained immediately so as to be ready to join duty in the Extension Service Blocks in January, 1955. The present strength of the cadre of Inspectors is only 60 of whom 42 are already on deputation with central banks, another 10 are to be deputed to central banks in the next three months and there are six or seven vacancies. Therefore, the Government have to recruit and train new people to meet the demand of the Extension Service Blocks. Some special arrangements have, therefore, been suggested for Bihar.

The usual officers' training course at the Pusa Centre will start from September, 1954* and simultaneously another special course for a period of six months will also be started with the sole object of training the first batch of Inspectors required by the State in January, 1955 for service in N.E.S. Blocks. The latter will be the only special session of a shorter duration, just to enable the authorities to meet the immediate demand. Thus, about 40-45 trainees would have come out of the special course trained for duty in January, 1955. At the same time, to meet their next demand in July, 1955, the other batch of 40-45 undergoing training in the long session would be available to the State Government in time.

In order, however, to ensure them a steady supply of trained Inspectors in two regular batches every year in January and July, we have to arrange two long-term sessions in the Pusa Centre, the first one starting from September, 1954 while the other after the

* The starting 'months' may change slightly on intimation from Bihar.

† Note VII not printed.

special session, say, by the 1st March, 1955. The two sessions will thereafter run as under:

I Session—September to July.

II Session—March to January.

If this is done, trained Inspectors would be coming out just during these months and in just that number required by the State.

A further implication of the proposal is that so far as the Pusa Centre is concerned, only the need of Bihar would be met from that Centre in the next six years. We will, therefore, have to accommodate candidates from other States in that zone in any one of the other Regional Centres, the organisation of which will have to be hastened. Alternatively, it is suggested that we may send some of the candidates from Bihar to the Centres in other regions and accommodate the candidates from the other States in the Eastern Zone at Pusa. This is a matter of administrative detail and the Secretariat of the Committee will take necessary steps.

If the Committee agree with the scheme, then two regular long-term courses will be started in Pusa, one commencing from September and the other in March, besides one special course of six months for meeting the immediate needs. This, however, is a matter which the Committee will have to consider in the light of similar demands from other States which are committed to a planned increase in the number of the Extension Service Blocks in their States.

ANNEXURE TO NOTE VIII

B. N. ROHATGI, I.A.S.,
Registrar of Co-operative
Societies, Bihar.

CAMP: BOMBAY.
June 18, 1954.

My dear Sivaraman,

According to the plan for the National Extension Service Blocks in Bihar, the Co-operative Department has to provide 40 Inspectors in June and 50 Inspectors in November, beginning from 1955. Inspectors have to be provided for at this rate till 1961, the time by which the State will be covered up by N.E.S. Blocks according to the scheme of the Government of India. Ten N.E.S. Blocks are coming into existence this June and another 40 Blocks will be coming into existence in the next November. The Co-operative Department in Bihar have to provide 40 Inspectors for the next Blocks in November.

The strength of the cadre of Inspectors in Bihar consists of only 66, out of which 42 have been put in charge of central co-operative banks. It is further proposed to put the remaining 10 central co-operative banks in charge of the Inspectors in the next two/three months. There are also about six or seven vacancies. Therefore, I am faced with the problem of training 40 Inspectors in November next, besides filling up the existing vacancies.

According to the scheme for the Regional Co-operative Institute at Pusa, the plan is to provide training for a period of 11 months. If, therefore, the State Government have to depute persons for training as Inspectors they will be available only by next September. But the Department have to provide 40 Extension Supervisors in November next besides filling up six/seven casual vacancies. Therefore, it will not be convenient immediately to depute Inspectors for training because of the special position and the acute need for providing Inspectors for the Extension Scheme.

In view of what I have stated earlier, I suggest for the consideration of the Central Committee, if it should be possible to provide a special training course for a period of 6 months for training the Inspectors in Bihar so as to enable the Department to provide necessary personnel for the N.E.S. Blocks next November or December.

This, of course, will not affect the long-term course which the Central Committee proposes to have at Pusa beginning from next September or October. It would be possible to start two courses side by side at Pusa and I hope that I will be in a position to arrange for accommodation for the trainees both for long-term as well as the special short-term course at Pusa.

This special short-term course is being suggested in order to meet the present emergencies for providing necessary personnel for the N.E.S. Blocks in November next. The trainees who will be admitted to the normal one year course in September or October and in subsequent years will have one year training as provided for in the original scheme. The personnel required for the N.E.S. Blocks in future will, of course, have one year training.

On my return to Patna, I will write to you in detail as regards the number of Inspectors in Bihar to be trained in the long-term course from 1955 onwards.

Yours sincerely,
(Sd.) B. N. Rohatgi.

Shri V. Sivaraman, M.A., M.Litt., Cert.A.I.I.B.,
Assistant Chief Officer,
Agricultural Credit Dept.,
Reserve Bank of India,
Bombay.

NOTE IX*

CONSIDERATION OF THE QUESTION OF ARRANGEMENTS, IF ANY, FOR NON-OFFICIAL PERSONNEL, SUCH AS MEMBERS, DIRECTORS, PANCHAYATDARS, ETC., OF CO-OPERATIVE SOCIETIES IN THE MATTER OF CO-OPERATIVE TRAINING AND PROPAGANDA.

At the first meeting of the Central Committee, it was felt that the training of non-official personnel such as members, directors, panchayatdars, etc., of co-operative societies could be organised by non-official agencies like the All-India Co-operative Union with a nucleus of a paid staff in collaboration with the Central Committee.

The All-India Co-operative Union was approached in this connection and requested to send us some concrete scheme for training the non-official personnel of the co-operative movement such as members, directors and panchayatdars of primary societies at the village level.

A scheme has accordingly been received from Shri R. G. Saraiya, President, All-India Co-operative Union, and is placed before the Central Committee for their consideration.

* Note X not printed.

SCHEME FOR TRAINING OF NON-OFFICIAL PERSONNEL OF CO-OPERATIVE SOCIETIES

(1) The scheme will be divided into three parts as under:

(*a*) Training of secretaries and other paid office-bearers, who are not eligible for admission at the institutions for training of the subordinate staff sanctioned by the Central Committee.

(*b*) Training of other honorary office-bearers such as presidents, honorary secretaries and other members of the managing committee, directors, panchayatdars, etc.

(*c*) Training of ordinary members of co-operative societies.

(2) Nature of training to be imparted to the three sections of the co-operative workers will differ because the nature of work to be attended to by them differs, but only the training in Principles and Practice of Co-operation and role of Co-operation in National Planning will be common to all. The Secretary and other paid office-bearers have to discharge day-to-day functions as per the By-laws, Act and Rules and as per directions of the general meeting and managing committee meetings. They need procedural as well as professional training. Members of the Managing Committee and directors, etc., have to perform duties expected of them under the General Laws and such other work as may be assigned under the Act, Rules and By-laws and the directions of the general meeting. They are the persons on whom confidence has been placed by members and as such, they have certain obligations and responsibilities. They are required to supervise, control and generally manage the affairs of the society. They need procedural training for proper management. Ordinary members have also certain rights and duties. For example, they are expected to elect the right men to manage the affairs of the society and also see that they manage the affairs of the society quite efficiently in the interest of all concerned and at the same time, the rights of the members are not overlooked by the managements. In training of office-bearers, managing committee members and ordinary members, importance of individual and collective responsibilities, has always to be emphasised.

(3) Taking the nature of duties the different personnel in the co-operative societies are expected to perform and their obligations, we have chalked out different lines of action for training for each of this section which are given in the Appendix.

(4) For the purpose of this training the following system is suggested.

Training Units

(5) For the purpose of training, we propose to entrust the work to 50 mobile training units for the whole of the Indian Union. Each such unit will consist of one Senior Co-operative Instructor to be assisted by one Junior Instructor. The Senior Instructor should be a graduate preferably in Economics, Commerce or Agriculture while Junior Instructors may be matriculates or its equivalents. All Instructors must have undergone a course of training in Principles and Practice of Co-operation at a recognised co-operative training centre.

(6) Arrangements should also be made to hold special refresher and orientation courses for these Instructors once a year, at such suitable centres as may be fixed.

(7) Roughly, each such training unit will work for 500 societies on an average, in an area to be selected. On this basis, the training units will be allotted to each State, but each State will get at least one such unit even though the number of societies may be less than 500. While allotting the training units, care will be taken to see that the co-operatively under-developed States get preferential treatment. Again, the question of existing facilities for such training should also be taken into consideration.

How the Training Unit will work

(8) Each unit will be a mobile unit, moving in an area of about 500 co-operative societies. Training of all workers will, it is estimated, require three to four years for one unit. The mobile training unit will make vigorous propaganda for the classes to be conducted at suitable centres in this area. The centres should be selected in such a manner that the advantage of training could be availed of by as many persons of the societies as possible.

Training of Secretaries and other Paid Staff

(9) After the necessary propaganda is done, the mobile training unit will start a class of five to six weeks' duration for training the paid office-bearers such as secretaries, treasurers, etc.

(10) These classes of five to six weeks' duration will be conducted by the training unit every day at convenient hours. The work will be done according to the prescribed syllabus as per Appendix A.

(11) Ordinarily, those who are already working in the co-operative societies and those who have passed the primary school certificate examination, will be eligible for admission for these classes. In one class, not more than 50 students will be admitted. No fees will be charged from these students. A stipend of Rs. 20 will be given to each trainee for the duration of the class. The

classes will be conducted in the regional language. The subjects to be taught will be:

(*a*) The law and principles of Co-operation and

(*b*) Practice of Co-operation and general management, including business aspect of co-operative societies and the accounts of co-operative societies.

(12) After the period of training of these workers is over, they will be examined and certificates will be given by the All-India Co-operative Union or the State Co-operative Union as the case may be, to the successful candidates. The system of conduct in examination will be worked out in due course. In this examination, care will be taken to emphasise local initiative and responsibility. With a view to maintain the contact of those who are already trained and with a view to see that they do not forget what they have studied, attempts will be made by the training unit to start periodicals of the nature of news letters, and successful past students will be called upon to supply material for these periodicals.

(13) As soon as the period of five to six weeks' training referred to above is over, each training unit will arrange to hold at the place of the class, a co-operative camp of managing committee members, directors and panchayatdars for about a week. The managing committee members and other members of co-operative societies in round about area, may be persuaded to attend this camp. Care would be taken to see that these camps are of manageable size and conducted and managed in a business-like fashion. It is presumed that the expenses for these camps will be borne by the societies concerned. For work at these camps, any one of the methods suggested hereafter may be adopted with advantage. However, more emphasis will be laid on co-operative procedure and the development of individual and collective responsibility.

(14) After the camp is over, the training unit will hold three meetings for a day or two each at selected three centres in the same area, where only the ordinary members of the societies may be called. At these meetings, they would be made familiar with their rights, obligations, responsibilities, principles and practice of Co-operation and the role of Co-operation in National Planning.

Total work to be done by each unit during one year

(15) Each mobile training unit will be expected to conduct four classes, each of five to six weeks' duration, hold four co-operative camps each of one week's duration and twelve meetings of the members of the societies, each for a day or two.

(16) On this basis, the time required for each training unit to put in this work will be as under:

20 to 24 weeks for the training class for secretaries (five weeks each).

4 weeks for the Co-operative Camps (one week each).

4 weeks for the meeting of the members (one to two days each).

28-32 *weeks*

The total time spent on actual training will thus be about 28 to 32 weeks in a year. Regard being had to the periods of monsoon and the busy season for the rural masses, and leave requirements to the training staff and non-availability of training facilities in areas and centres, this time appears reasonable. The spare time of the training unit could be profitably utilised in propaganda for the class and the camps, preparation of co-operative literature for the masses and of articles for the regional journals, for study tours and seminars, etc., and such other work as would help the training and education of the masses within the area allotted to it. This will no doubt need the active support of the local co-operative organisations and particularly state institutes.

Special Refresher and Orientation Courses for Training Units

(17) During this spare time, refresher and orientation courses for these training units will be held at some convenient centres so that the staff may be acquainted with the new co-operative developments and may be able to develop personal contacts. Such classes may be of one week's duration. Important questions arising out of the experience obtained during the course of training in the previous year could be discussed. One day may be reserved for general discussion about the system of conducting training classes, etc., with a view to make the scheme more efficient and useful. These classes may be linked up with the regional or other training schools maintained by the Co-operative Training Committee by the State Co-operative Union.

Training of the Members of the Managing Committee

(18) The non-official co-operative workers who are on the managing committee of the co-operative societies, are usually honorary workers. Though their responsibilities are great, they could not be expected to attend to the day-to-day work of the institutions. They have to take work from the paid staff, supervise and manage the affairs of the societies as per provisions of the rules and regulations and the General Laws. These workers cannot be expected to attend to the training class of five weeks' duration, though there would be no objection to any of them attending these classes if they are otherwise eligible to join the class

and agree to abide by the rules and regulations of those classes. Though an attempt is made to chalk out lines of work showing as to what type of training should be imparted to them during the period, it is necessary to devise certain methods by which they may begin to take interest in the Co-operative Movement and their outlook may be broadened. This training should be expected to make them conversant with the respective role of management, staff and members as also the duties and difficulties of office-bearers and other paid staff.

(19) In addition to the method suggested above, the following are some of the ways by which it may be possible to train the members of the managing committee in their work.

(a) *Co-operative Camps.*—As stated in earlier part of the scheme, the training unit will hold a co-operative camp for a week at the centre of the class for secretaries and paid staff. The members of the managing committees of co-operative societies should be persuaded to take advantage of the camps. At these camps, they would be able to develop closer contact with each other, which would ultimately help the Co-operative Movement, because personal contact and acquaintance are more profitable than correspondence. Discussion at these camps should not include higher co-operative problems of general importance but should refer to actual day-to-day problems and difficulties arising out of the working of co-operative societies so that they may get guidance from one another's experience in regard to the proper discharge of their duties. Organisation and management of camps are tricky affairs and unless they are properly organised and conducted in a businesslike manner, they serve no useful purpose.

The following among other subjects could be conveniently thrashed out at these camps:

I. General idea about the Co-operative Principles and why they should be adhered to.

II. Salient features of Act, Rules and By-laws of certain types of societies in which members are interested and their detailed working.

III. Powers, functions and responsibilities of the general meeting and managing committee meeting.

IV. Rights, responsibilities, duties, functions and obligations of the office-bearers and other managing committee members.

During the course of the camp, visits to round about societies could be arranged in batches to give them firsthand information and knowledge of the societies from which they might learn something which could be adopted with benefits in their respective States.

(b) *Co-operative Seminars.*—In order to give the office-bearers the benefit of exchange of ideas, information and experience, holding of Co-operative Seminars would be very much useful. The principal objectives of such seminars may be briefly described as under:

1. To develop common understanding.
2. To encourage group-thinking.
3. To pool together the opinions and ideas on the methods of actual work.
4. To give the benefits of experience and to exchange information.
5. To find out simple solutions of difficult problems confronting societies which they represent against adopting certain methods of work which have landed the institutions into difficulties.
6. To decide about what would be dangerous to the working of the societies with which they are connected.

For this purpose, some selected workers who can seriously think and could work as leaders to guide and steer the movement should be invited. Not more than 25 such leaders should be invited to attend each seminar to be held for two to three days. Each training unit may hold two such seminars during the course of one to two years.

A few subjects should be selected for discussion. A questionnaire should be prepared with a view to ensure that the subject is discussed in all its aspects and from all angles of vision. To facilitate free, frank and fair discussion, the persons attending the seminars may be split up in batches, each with a leader. The recommendations of each batch may be brought for discussion in the combined meeting and the finally agreed solution arrived at on different problems which could be adopted by all concerned. This is a suggestion about the lines of work. Details are to be left to local arrangements and needs.

(c) *Study Tours.*—Arrangements should be made to take selected non-official workers from different districts on study tours in the state itself. On an average, one or two persons should be selected from each taluka so that the total does not exceed 20. They may be taken on study tour by the training unit in two batches. Travelling allowance of these may be borne by the scheme itself. Those study tours will help them considerably. They will get comparative idea of the working of co-operatives in different parts, which would enable them to think whether such types of co-operatives could be started in their respective areas,

with or without modification of the principles governing the working of such societies. Study tours must be planned systematically in detail and should involve seminar-like discussions at places of visits.

(d) *Publication of literature.*—To bring home to the non-official workers the advantage of the Co-operative Principles in different parts of the country and the world, publication of literature plays a very important part. This literature should be within the easy reach of the people and full of inspiring thoughts. Accounts of working of different co-operatives, written by the workers of the societies concerned in their own language, will appeal most. For achieving this end, we should undertake the publication of literature as under:

1. Small pamphlets written in a good and easily understandable language, printed in good type which are easily readable, in small pocket-size with attractive titles and get-up, should be published.
2. Interesting articles on co-operative subjects, written by experts on co-operation and experienced workers, should be published in regional magazines. These articles should be in lucid and easy language so that they may appeal to those for whom they are really meant. These periodicals would also enable the unit to maintain contact with the past trainees and it would be able to maintain their interest in the co-operatives, written by field workers of the area. Predominance will have to be given to regional news and regional problems.
3. As the suitable text books covering all the subjects to be taught in the classes are not available, the All-India Co-operative Union shall have to undertake the responsibility of publishing them in regional languages through the State Co-operative Institutes and failing them, by itself. Such text books should cover the syllabus prescribed for respective classes but special care would be required to see that the text books are easily understandable by the persons for whom they are meant.

To sum up, we should undertake:

I. Publication of small pamphlets, three to four in a year.

II. Magazines and

III. Text books in regional languages.

All these publications should be sold at the cost price and the loss, if any, should be borne by the scheme.

(e) *Establishment of Co-operative Youth Leagues.*—The youths of today are the citizens of tomorrow. It is our duty to see that these youths are made co-operative-minded from now onwards, so that in time to come we may be able to have good co-operative leaders to replace the old. For this purpose, the training unit should try to develop closer contacts with the youths of the area in which they are attending to the training work. They should try to organise them into Co-operative League (Path-finders). The members of the Co-operative League should be trained in principles and practice of Co-operation and requested to utilise their spare time and energy particularly during the vacation period, for the cause of Co-operation. They could be utilised for general work of the co-operative societies. This would give them training in practical aspects of co-operation which would be useful to the movement in the long run, so that there would be no difficulty in securing co-operative-minded persons as workers for different co-operative organisations.

Education and Training of the ordinary members of Co-operative Societies

(20) As already stated in the earlier part of the scheme, the training units will be holding three meetings after the holding of the class of five weeks' duration at three convenient centres in the area round about the class wherein the ordinary members could be invited. At these meetings, day-to-day questions affecting the members, their duties, obligations, responsibilities and rights, etc., could be discussed. Raising of questions by members should be encouraged. These meetings may be of one or two days' duration. For this purpose, the unit may resort to the various points given in the syllabus in the appendix C.

Management of the Scheme and Expenditure

(21) The All-India Co-operative Union, New Delhi, would be in charge of the training scheme, but the state unions or institutes, would be increasingly associated in the management with a view to ultimate transfer of the management of the scheme, in the respective area, to the institutes or unions as and when they are prepared to shoulder the responsibility of the management. Thus in the States, where co-operation is advanced and there are effective and efficient institutes, the training scheme should be under the unions or institutes.

(22) With a view to ensure efficient and effective working of the scheme, the All-India Co-operative Union will have administrative control and supervision over its working. For this purpose, the Union shall have to create an independent section called the " Co-operative Education Section " in its office at New Delhi. This section will carry out the functions and develop, guide

and supervise the working of the scheme. All the training units will work under the general guidance and administrative control of this section. This section will be manned by the following staff:

		D.A.
One Assistant Secretary, Co-operative Education ..	Rs. 500–50–750	25%
Two Co-operative Education Officers	Rs. 200–10–300	25%
One Typist Clerk	Rs. 55– 5–100	Rs. 45
Three Peons	Rs. 25– 1– 55	Rs. 45

(23) The Training Units will be in the grades as under:

Senior Inspector ..	Rs. 100–8–140	Plus	50 D.A.	Plus	60 P.T.A.
Junior Inspector ..	Rs. 75–5–100	„	50 D.A.	„	60 P.T.A.
Peon	Rs. 25–1– 35	„	35 D.A.	„	30 P.T.A.

P.T.A. means permanent travelling allowance per month.

(24) If the scheme is approved by the Central Committee, then the details of expenditure will be worked out and submitted to the Committee, if required.

APPENDIX A TO NOTE IX

SYLLABUS FOR THE CO-OPERATIVE SECRETARIES CERTIFICATE EXAMINATION

PAPER I

Law and Principles of Co-operation

1. General idea about the Principles of Co-operation.

2. Origin and growth of the Co-operative Movement in India. Co-operative Legislations—1904 and 1912 in general and the state legislation in force in the area in particular.

3. Raiffeisen and Schulze principles. Their comparison and contrast. Meaning and implications of limited and unlimited liabilities. Their advantages and disadvantages. Safeguards provided against the danger of unlimited liability.

4. Brief knowledge of the functions and working of the following types of co-operative societies: Agricultural, Thrift and Credit, Multi-purpose, Marketing, Industrial, Farming, Lift irrigation, Purchase and Sale Unions, Housing, Labour contract and Health.

5. Study of the functions and working of the co-operative financing agencies and other banking institutions, viz: Apex banks, central banks, industrial banks, land mortgage banks and the urban co-operative banks.

Study of the scheme of Rural Finance—general idea, agencies in charge of this work and their role in the Co-operative Movement.

6. Propaganda, Education and Training.

Brief knowledge of the functions and working of the All-India Co-operative Union, Provincial Unions, Regional Unions and District Unions, Institutes or Boards, if any.

7. Audit, Inspection and Supervision.

Difference between these words. General idea about the scheme in force in the State attending to all these functions.

8. Co-operative Movement and its relations with the State. Concessions, privileges and exemptions enjoyed by the Co-operative Movement.

Place of Co-operation in the Five-Year Plan.

General idea about the functions and working of the Co-operative Department of the State.

9. General idea about the plan for development of Co-operation in India as recommended by the Co-operative Planning Committee (Saraiya Committee).

Paper II

Practice of Co-operation, General Management and Accounts of Co-operative Societies

1. Rights, duties and obligations of the secretary, other office-bearers and other managing committee members.

2. Admission, resignation, dismissal and withdrawal of members. Their rights, liabilities and obligations.

3. Meetings—importance of meetings—general managing committee and other sub-committee meetings—Notice, agenda, taking down of proceedings, action taken on resolutions.

4. Loans—nature, object, types, method—Preparation of credit statements. Security, security bonds, recovery of loans, arbitration.

5. Loans in kind—methods of valuation, sale of goods and recovery of loans.

6. Raising of funds—share capital, deposits, loans, cash credits, etc., and books required for them. Different kinds of deposits and books for them.

How to borrow from the central financing agency. Types of credit facilities, repayment of loans, security, etc.

7. General instructions regarding opening of bank accounts, what are cheques, drafts, hundies, etc. Precautions necessary for them. Effects of crossing of cheques and the general idea of the work done in a bank.

8. Correspondence work and maintenance of books and other records. Disposal and destruction of records of societies.

9. Principles of account keeping. How to write accounts. Preparation of receipts and payment statements, trial balance, profit and loss accounts and balance sheet.

10. Profits—what are they in the Co-operative Movement. Distribution of profits in different societies. Creation of reserve and other funds—Their use, utility and investment. Advantages of such funds.

11. Explanation of term 'audit'—scope of co-operative audit. Rights and duties of the auditor. Procedure of audit, submission of notes. Rectification of audit defects and submission of report.

N.B.—Teaching in accounts should be copiously explained by illustrations and by giving sufficient practice for writing the accounts books and preparation of necessary statement, at the end of year—viz., receipt and payments statement, balance sheet and profit and loss accounts.

APPENDIX B TO NOTE IX

GENERAL TRAINING SCHEME FOR THE MEMBERS OF THE MANAGING COMMITTEE

Various points in the syllabus for the secretaries should generally be explained but the following points should be emphasised.

1. Principles of Co-operation.

2. Importance of meetings, powers and functions of the meetings. Importance of the resolutions passed therein. Action to be taken thereon.

3. Loans and how to sanction them. Principles of replacing capacity, land ownership.

4. General ideas about the statement of accounts and balance sheets.

5. General idea about the working of the society.

6. Rights, duties, obligations and responsibilities of the managing committee members. Their duties regarding verification of cash balance and particularly with regard to the money received as deposits or repayments of loans by members and return of deposits and repayment of loan.

7. Verification of bank pass books and cheque books.

8. Necessity of the managing committee members taking interest in all the affairs of the society and consequences of their dis-interest.

APPENDIX C TO NOTE IX

GENERAL TRAINING SCHEME FOR ORDINARY MEMBERS OF CO-OPERATIVE SOCIETIES

1. Principles and practice of Co-operation.

Why one should join a co-operative society. What is the scope of the Co-operative Movement.

(This should be explained by means of homely illustrations taken from the everyday life of the members themselves and should be presented in homely language, which must be lucid, fluent and interesting.)

2. General ideas about the by-laws of certain types of societies from which the members are drawn. How people can join and withdraw from the societies. What is a share, who can purchase a share. What are the liabilities, etc.

3. What are the rights of a member shareholder. What are his obligations and responsibilities. His duties and rights at the general meeting. Why all the members of the society should attend the general meetings and take part in proceedings. How the election of office-bearers takes place. Who should be elected in the Managing Committee. Why members of co-operative societies should be above party politics.

4. What types of loans are given by societies. How to get them. What is credit. What are the rights of the members in this respect. What are their responsibilities. What would be the result of misuse of or non-repayment of loans borrowed. How their action affects the financial position of the societies and prevents others from taking advantage of the society. What is the difference between the method of finance by a moneylender and a co-operative society. Why the society should be preferred to moneylender. Why they should not encourage benami loans.

5. Who are office-bearers, secretary and others. What are their relations with one another. Why should the managing committee repose in them full confidence in the management and at the same time see that the society is not mismanaged by the office-bearers. What are their rights in such cases.

6. Why the members of the society should be honest and loyal to the society. Why they should not try to influence the staff and members of the managing committee and get the advantage or favour in their dealings with the society.

7. Why they should desist from the false criticism against the management of the society from the hearsay reports or

rumours. How those affect the credit and prestige of the society and how they would ultimately lose the benefits either of the society or of the good, honest and experienced persons to manage the society.

8. Why they should not blindly sign any document or paper but should insist on the contents being read out and gaps, if any, filled up before the signature is demanded.

4. PROCEEDINGS OF THE SECOND MEETING OF THE CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING HELD ON 5TH JULY, 1954.

Present :

1. Shri V. L. Mehta (*Chairman*).
2. Shri R. G. Saraiya.
3. Prof. D. G. Karve.
4. Shri M. R. Bhide, I.C.S.
5. Shri G. D. Goswami, I.A.S.
6. Shri R. P. Bhargava.
7. Shri B. Venkatappiah, I.C.S.
8. Shri V. Sivaraman.

Sarvashri J. C. Ryan, I.A.S., K. Subrahmanyam Nayudu and R. P. Bharadwaj, I.A.S., had intimated their inability to attend the meeting. Shri Bhatnagar, Deputy Registrar, Co-operative Societies, Uttar Pradesh, attended in the place of Shri Bharadwaj.

Shri H. M. Patel, I.C.S., Secretary to the Government of India, Ministry of Food and Agriculture, Rev. Father Basenach, Chairman of the Local Committee for the Madras Regional Training Centre, Shri B. J. Patel, Honorary General Secretary, All-India Co-operative Union, and Shri Tarlok Chand, Education Officer, Co-operative Department, Uttar Pradesh, attended by special invitation.

ITEM NO. I—*Review of action taken on certain items discussed or conclusions reached at the first meeting of the Central Committee for Co-operative Training held in December*, 1953.

(i) Note I was considered and recorded. It was felt that the present nomenclature of the two courses was not quite clear and that the short-term course may henceforth be termed as 'Senior Officers' Training Course' and the long-term course as the 'Intermediate Co-operative Training Course.'

(ii) It was resolved that the Standing Sub-Committee appointed at the last meeting be authorised to take such steps as were necessary to give effect to the decisions taken by the Central Committee including sanctioning of expenditure and to satisfy itself that suitable action was being taken in pursuance of the schemes adopted by the Central Committee.

The Central Committee also authorised the Standing Sub-Committee to act on its behalf between its meetings and to report its decisions to the Central Committee for information and record.

ITEM NO. II—*Consideration of the Proceedings of the two Standing Sub-Committee meetings.*

The proceedings were recorded.

ITEM NO. III—*Review of progress made in respect of the Senior Officers' Training Course (Short-term Course) at Poona.*

The note on the subject was recorded.

It was suggested during the course of the discussion that the subject of "Taxation of Co-operative Activity" be included in the syllabus for the Senior Officers' Training Course. The suggestion was accepted by the Committee.

ITEM NO. IV—*Review of progress made in respect of the "Intermediate Co-operative Training Courses" at the Regional Co-operative Training Centres.*

(i) Satisfaction was expressed in regard to the response from the State Governments and co-operative institutions to the courses at Madras and Poona.

It was felt that some of the Registrars, while recommending candidates for admission to our training centres, did not appreciate the minimum standards prescribed by us such as official status, minimum qualification, etc., and therefore, the Committee had to reject a number of candidates so recommended. The Chairman indicated that we might issue a circular setting out the considerations taken into account in admitting candidates to the training centres.

(ii) It was agreed that in the syllabus for Co-operative Law, in addition to appropriate sections of All-India Legislation, special Acts passed by each State or groups of States, e.g., Regulated Markets, Debt Relief, Land Settlement, etc., should be prescribed.

ITEM NO. V—*Consideration of the proposals for financial assistance for the training of subordinate personnel of the Co-operative Departments and co-operative institutions in the various States.*

The proposals contained in the Note were approved and the Member-Secretary was authorised to forward them to the Ministry of Food and Agriculture for necessary action.

The following addition was suggested at the end of the paragraph relating to the pay scales for the lecturers (page 68 of Note V): "Variations may be necessary in some cases but these may be made only with the approval of the Central Committee."

It was agreed in principle that the provision of Central assistance should not lead to any reduction in the existing scale of total expenditure already being incurred by the State Governments in respect of training of the staff of Co-operative Departments and institutions at the higher, intermediate and subordinate levels as also of the office-bearers of co-operatives. If, as a result of the Central Government subsidy for subordinate training, there results any reduction in the total expenditure of the States on the training of the co-operative personnel in these categories, the Central Government subsidy will be correspondingly reduced.

ITEM NO. VI—*Consideration of a letter received from the Registrar of Co-operative Societies, Rajasthan, suggesting Kotah as a suitable place for starting a Regional Co-operative Training Centre for the Central Zone.*

The Standing Sub-Committee was authorised to initiate steps for locating and organising a fifth Centre somewhere in Central India as soon as the Centres for the Eastern Zone and Northern Zone were established. The suitability of Kotah or any other place in the Central Zone will be considered at that stage.

ITEM NO. VII—*Consideration of certain requests made by the Travancore Co-operative Institute, Trivandrum.*

The Committee agreed with the decision taken at the first meeting of the Standing Sub-Committee, viz., that in view of the considerations set out in the Notes on the subject prepared after Shri V. L. Mehta and Shri Sivaraman visited the Travancore Co-operative Institute, the Committee expresses its inability to accede to the request made by the Institute. The Member-Secretary was authorised to send a suitable reply.

ITEM NO. VIII—*Consideration of the letter received from the Registrar of Co-operative Societies, Bihar, regarding the training of Co-operative Inspectors at the Regional Co-operative Training Centre, Pusa.*

On Bihar's request in regard to the training of the Inspectors required by the State for service in Community Project areas and National Extension Service Blocks, it was decided that the matter should be examined from the point of view of the requirements of all the States in India. It was felt that the question of providing adequately trained co-operative personnel for the National Extension Service Blocks had to be considered as an all-India problem and not as one pertaining to Bihar only. It was, however, admitted that their training will be best done under the supervision of the Central Committee. But owing to lack of data pertaining to the number of persons required by each State, the source from which they were recruited, the nature of responsibilities they were expected to discharge and also the period and type

of training necessary to enable them to discharge these duties, it was not possible for the Committee to fully assess the magnitude of the problem. It was, therefore, decided that Prof. Karve should be requested to get into touch with the Ministry of Food and Agriculture and the Community Projects Administration and in consultation with them formulate proposals for the training of the staff (of the Intermediate category) required for the National Extension Service Blocks.

ITEM NO. IX—*Consideration of the question of arrangements, if any, for non-official personnel, such as members, directors, panchayatdars, etc., of co-operative societies in the matter of co-operative training and propaganda.*

After a preliminary discussion of the Note submitted by the President, All-India Co-operative Union, it was felt that at this stage, it would be useful to keep co-operative training of personnel separate from co-operative education of members. It was agreed that the Standing Sub-Committee should further examine the scheme, collect more data, if necessary, and formulate a scheme. Any scheme so formulated would have to take into account the fact that this falls more within the sphere of the State Governments and for the implementation of any scheme drawn up, the local co-operators and State authorities would have to be primarily responsible. Secondly, any scheme of co-operative education would not only have to include the imparting of general co-operative education but it should be such as would increase the operational efficiency of members and office-bearers concerned in their respective spheres of activities. Before any all-India scheme could be finalised, it was, therefore, thought that, for the present, some pilot schemes might be worked out so that we might take advantage of the experience gained from such attempts and then prepare a final scheme of general co-operative education. For the time being, the arrangements would be confined to the training of secretaries of primary societies. In this connection, it was felt that it would not be possible to entrust this work to the teaching staff of the subordinate training schools and, therefore, it would be necessary to employ a separate staff. To meet the expenditure on staff, stipends and other contingencies for the pilot schemes, it was decided to ask the Government of India for a suitable '*ad hoc*' grant.

ITEM NO. X—*Consideration of the requests from Orissa regarding the location of the Regional Co-operative Training Centre for the Eastern Zone.*

It was decided that the Government of Orissa might be apprised of the Committee's decision to organise a Regional Training Centre at Pusa, adding at the same time that so far as the

arrangements for the training of subordinate personnel were concerned, the Central Committee would encourage the organisation of adequate facilities in Orissa.

ITEM NO. XI—*Any other matter raised with the permission of the Chairman.*

No matter of importance outside the agenda was raised.

ITEM NO. XII—*Date of next meeting of the Central Committee for Co-operative Training.*

The Chairman was requested to fix up the date for the next meeting.

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